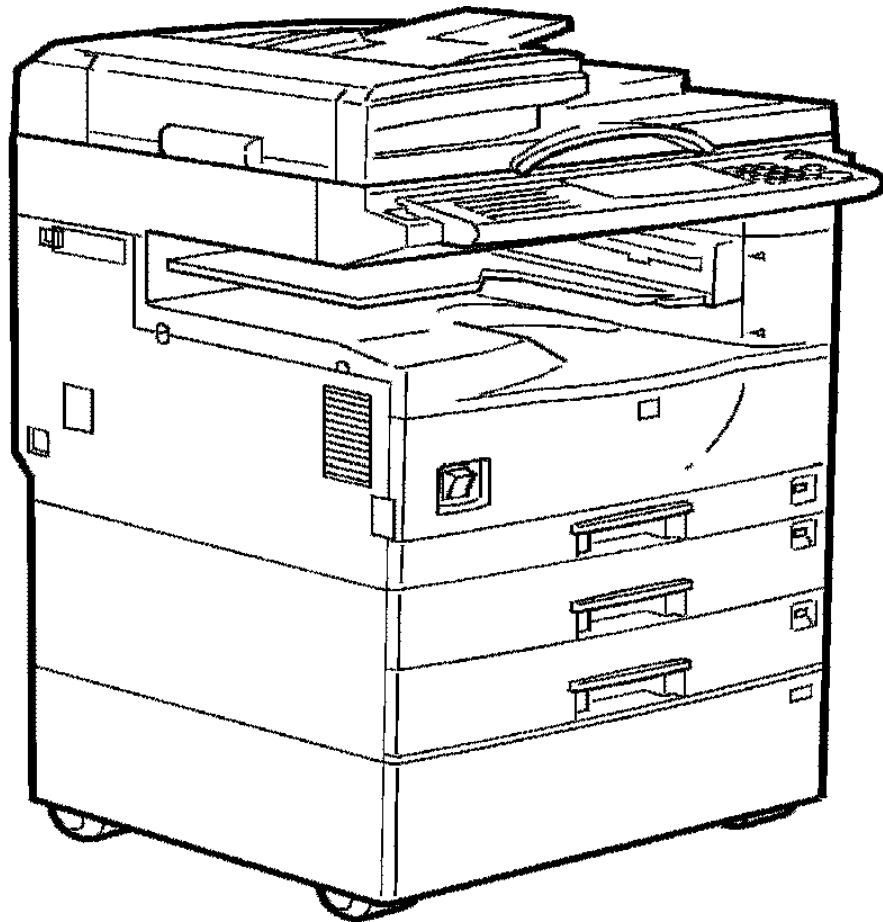


5622/5627



System Settings

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.


Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.



Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.



Operator Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAlAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, ⇒ p.2 "Machine Types".)

- Type1: 5622 AG
- Type2: 5627 AG

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the "Copy Reference" manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON**.

⏻ means **STAND BY**.

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Information about Installed Software

expat

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- The product manufacturer has not made any modification to the source code of the expat 1.1.
- The product manufacturer provides warranty and support to the software of the product including the expat 1.1 and the product manufacturer makes Mr. James Clark, the initial developer of the expat 1.1, free from these obligations.
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- The source code of the expat 1.1 is available at:
ftp://ftp.jclark.com/pub/xml/expat1_1.zip
- MPL 1.1 is also available at:
<http://www.mozilla.org/MPL/MPL-1.1.html>
- Information relating to the expat 1.1 is available at:
<http://www.jclark.com/xml/expat.html>

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A full source code can be found at <http://www.netbsd.org/>.

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Authors Name List

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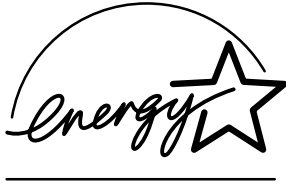
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- The software was developed by the University of California, Berkeley.
- This product includes software developed by Chris Provenzano, the University of California, Berkeley, and contributors.

JPEG LIBRARY

- The software installed on this product is based in part on the work of the Independent JPEG Group.

ENERGY STAR Program

ENERGY STAR®



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- **Low-Power mode and Off mode or Sleep mode**

This product automatically lowers its power consumption when it is not operated for a fixed time (standard setting time: 1 minute). This is called "Off mode" with a single function copying machine and "Sleep mode" with a multiple function machine equipped with optional facsimile and printing functions.

Off mode: Equivalent to the condition when the operation switch is turned off.

Sleep mode: Equivalent to the condition when the operation switch is turned off. Receiving fax messages and printing from a computer are possible.

If you want to operate this product while it is in either of these modes, do one of followings:

-Turn on the operation switch.

-Place an original in the document feeder (ADF) tray.

-Lift and lower the exposure glass cover or the document feeder (ADF).

The default interval before entering Off mode or Sleep mode can be adjusted. To change it, see ⇒ p.77 "Timer Setting".

The ENERGY STAR Program establishes two modes which lower the power consumption of the product when it is not operated for a fixed time. These modes are the Low-Power mode and the Off mode or Sleep mode. This product has only one mode, the Off mode or Sleep mode. This mode meets the requirements of both the Low-Power mode and Off mode or Sleep mode. In this manual, the Off mode is called the Auto Off mode.

- Duplex Priority
The ENERGY STAR Program recommends use of the Duplex function. By conserving paper resources this function is less of a burden to the environment. For applicable machines, duplex function (one-sided originals→ two-sided copies) can be selected preferentially when the operation switch or the main power switch is turned on, the **[Energy Saver]** key is pressed, or the machine resets itself automatically. To change the settings of the Duplex Priority mode, see “Duplex Mode Priority” in the Copy Reference manual.

◆ **Specification**

Low- Power mode, Auto Off Mode	Power consumption	7 W
	Default interval	1 minute
	Recovery time	10 seconds or less
Duplex Priority		1 Sided→2 Sided

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

CAUTION:

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the Copy Reference manual.

* The statements above are notes for your safety.

Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation

This symbol indicates the prior knowledge or preparations required before operating.

Note

This symbol indicates precautions for operation or actions to take after misoperation.

Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

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Manuals for this Machine

This is a multi-functional machine combining copier, facsimile, printer and scanner functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures for that functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**

Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options that allow you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **When using as a copier**

- **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **When using as a facsimile**

- **Facsimile Reference (option)**
Describes the operational procedures and functions to use the machine as a facsimile.

❖ **When using as a printer**

- **Printer Reference (option)**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **When using as a scanner**

- **Scanner Reference (option)**
Describes the system settings, procedures and functions for using this machine as a scanner.

Machine Types

This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	22 copies/minute (A4, 8 ¹ / ₂ " × 11")	27 copies/minute (A4, 8 ¹ / ₂ " × 11")

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/ enlargement or combining several originals onto one copy. You can install optional expansion memory for storage of document images, thereby making the best use of memory with various copy functions.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode. Installation of optional expansion memory allows more functions to be used and more data to be stored.

Printer Mode (Option)

Installation of optional expansion memory allows more data to be stored.

Scanner Mode (Option)

You can use this machine as a scanner.

! Limitation

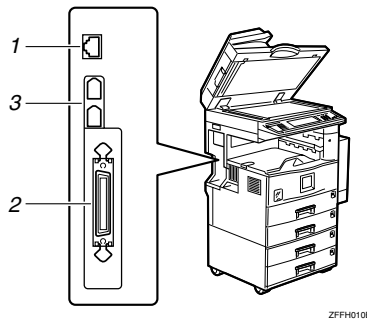
- The following functions require the optional Hard Disk Unit:
 - Document server
 - File transfer
 - Sample print
 - Locked print

Connecting the Machine

Make sure that the shape and the position of the connector are as shown in the illustration.

Note

- ❑ The Ethernet Board (for Ethernet interface) and the IEEE1394 Board (for IEEE1394 interface) cannot be installed in the machine at the same time. The illustration below shows all interface connectors for explanatory purposes only.



1. 10BASE-T/100BASE-TX (option)

3. IEEE 1394 ports (option)

2. Parallel port

Reference

For more information about the parallel port and IEEE1394 interface connections, see "Connecting the Machine" in the Printer Reference.

Requirements

Requirements

Before using this machine, make sure that all the environmental and electrical requirements have been met. Connect the machine to the host computer using the parallel port, Network Interface Board, or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are present.

Important

- The interface cable is not supplied. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

Reference

For more information about using the parallel port, see the Printer Reference.

For more information about using a network, see p.6 “Network cable requirements”.

Network cable requirements

The Network Interface Board can be installed to allow direct connection to an Ethernet network.

The Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver
- Attaching the machine to a network computer set up as a server

Client	Windows 95/98/Me, Windows 2000, Windows NT 4.0 ^{*1} , Mac OS ^{*2} (optional PostScript 3 Unit Type 1027 is required), UNIX
Driver	PCL 6/5e, RPCS™, PostScript 3
File Server	NetWare 3.x, NetWare 4.x, NetWare 5/5.1
Protocol	TCP/IP, IPX/SPX, NetBEUI ^{*3} , AppleTalk

^{*1} Under Windows NT 4.0, only x 86 CPU is supported.

^{*2} For information about usable versions of the Mac OS, see the “PostScript Supplement”.

^{*3} Under Windows 95/98/Me, Windows 2000 and Windows NT 4.0 only. Only for Peer-Peer Printing.

In a mixed network environment, the protocol switches automatically.

Reference

For more information about network connection settings, see p.61 “User Tools (System Settings)”.

Note

- Consult your network administrator before connecting the machine to a network.
- Make sure to use a properly shielded and grounded cable (UTP, STP, Category/Type5) for the connection to the host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

1

Connecting the Network Cable to the Network

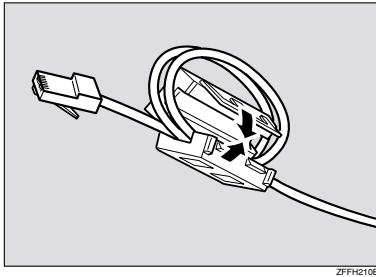
Limitation

- The IEEE1394 Board and the Network Interface Board cannot be installed at the same time.

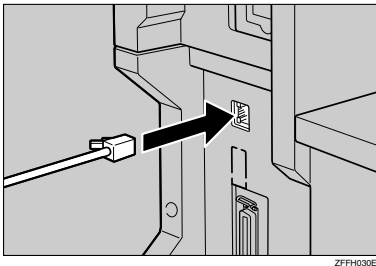
1 Turn off the main power switch.

2 Loop the network cable twice. The loops should be about 10cm (4") from the end of the cable closest to the printer.

3 Attach the ferrite core to the loops.



4 Attach the network cable to the jack on the board.

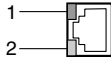


5 Connect the other end of the network cable to the network.

6 Turn on the main power switch.

Indicators on Network Interface Board

1



ZFFH020E

1. Indicator (green)

Turns green while the machine is connected to the network correctly.

2. Indicator (yellow)

Turns yellow while 100 BASE-TX is operating.

Turns off while 10 BASE-T is operating.

Turning On the Power

To turn the machine on, press the operation switch.

Note

- ☐ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. ⇒ p.77 “Timer Setting”.

Power switches

This machine has two power switches.

❖ Operation switch (right side of the control panel)

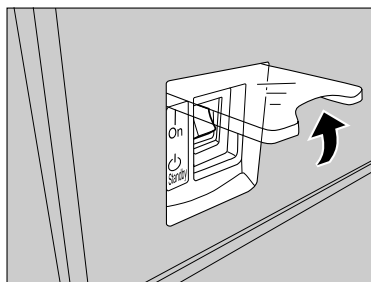
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ Main power switch (left side of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

- 1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2** Open the switch cover and turn on the main power switch (make sure that the Main Power indicator goes on).



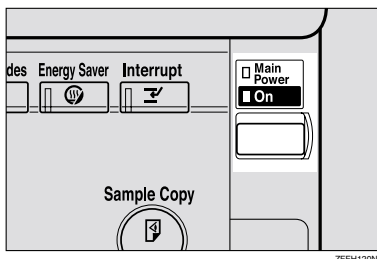
Important

- ☐ Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

Turning On the Power

- 1 Press the operation switch to make the On indicator go on.

The display panel will come on.



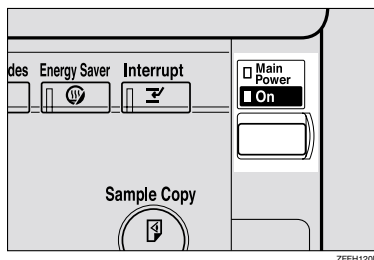
Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- The machine will be ready for use within 10 seconds of being turned on.
- If the user code dialog box appears on the display panel instead of the copier display, enter a registered user code, and then click the [#] key. See p.86 "User Code".

Turning Off the Power

- 1 Make sure that the exposure glass or the document feeder is in the right position.

- 2 Press the operation switch to make the On indicator go off.



Note

- Even if you press the operation switch, the indicator does not go off and blinks in the following cases:
 - When the exposure glass or the document feeder is open
 - When communication is in progress with external equipment
 - When the hard disk is operating

Turning Off the Main Power

Preparation

Usually keep the main power switch turned on.

Before you turn it off, be sure to read the "Important" information below and take the following procedural steps:

- 1** Make sure that the On indicator is off.
- 2** Turn off the main power switch to make the Main Power indicator go off.

Important

- Do not turn off the main power switch when the On indicator is on or blinking. Failure to observe this may result in damage to the hard disk or memory.
- Pull out the power plug after you turn off the main power switch. Failure to observe this may result in damage to the hard disk or memory.
- If the main power switch is turned off, or the power plug is disconnected, any documents stored in fax memory will be lost after approximately one hour.

Configuring the Network

1

Configuring the Network

Preparation

To connect the machine to a network, you must first install the optional Network Interface Board Type 1027 and at least 64MB of memory in the machine.

Network Interface Board Type 1027 comes packaged with Printer Controller Type 1027 and Printer/Scanner Controller Type 1027.

Mode	Network Setting
Distribute received fax documents ^{*1}	IP Address, Subnet Mask, Gateway Address, Delivery Server IP Address, Fax RX File Transmission, Effective Protocol (TCP/IP)
Scanner (Network Twain Scanner) ^{*2}	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP)
Scanner (Network Delivery Scanner) ^{*3}	IP Address, Subnet Mask, Gateway Address, Effective Protocol (TCP/IP), Delivery Server IP Address, Number of Recalls, Recall Interval time
Printer (TCP/IP) ^{*4}	IP Address, Subnet Mask, Gateway Address, Network Boot, Effective Protocol
Printer (NetWare) ^{*5}	Effective Protocol, NW Frame Type

^{*1} To use this function, you'll need Scan Router V2 Lite (packaged with optional Printer/Scanner Controller Type 1027 or Scan Router V2 Professional). In addition to the network settings, you must set the "Delivery Server IP Address" and "Fax RX File Transmission" for file transfer.

^{*2} You will need to specify the settings for a network TWAIN scanner and network delivery scanner when using the scanner function.

^{*3} When you use this function, you need to have an optional network interface board and 64MB of memory, or Scan Router V2 Lite which bundled with the Printer/Scanner Controller Type 1027. If you need to have Scan Router V2 Professional, see the "Scanner Reference".

^{*4} Make the necessary settings for your network environment. For details about settings, see the "Printer Reference".

^{*5} Configure the TCP/IP when you use pure IP of NetWare 5/5.1.

This section describes the basic operation procedure. For more information about the settings, see p.68 "Settings You Can Change with the User Tools".

For a network environment that uses TCP/IP, you can use SmartNetMonitor to configure IP addresses for Admin and the web browser packaged with Printer Controller Type 1027 or Printer/Scanner Controller Type 1027.

Reference

For details about SmartNetMonitor, see the "Network Printing Guide".

Configuring the Network with the Operation Panel

This section describes the basic procedures. Please make the settings appropriate for the network you are using.

Important

- These settings should be made by your systems administrator or after consulting with your systems administrator.

The following table shows the operation panel settings and their default settings. These are included in "TCP/IP Menu" of the "Network" menu.

◆ Interface Settings/Network

Setting Name	Value	
IP Address	011.022.033.044	
Subnet Mask	000.000.000.000	
Gateway Address	000.000.000.000	
Access Control	000.000.000.000	
Access Mask	000.000.000.000	
Network Boot	None	
NW Frame Type	Auto Select	
Effective Protocol	TCP/IP	<input type="radio"/> *1
	NetWare	<input type="radio"/> *1
	NetBEUI	<input type="radio"/> *1
	AppleTalk	<input type="radio"/> *1
Ethernet Speed	Auto	

*1 means that this protocol is active.

◆ File Transfer Settings

Setting Name	Value	
Delivery Server IP Address	000.000.000.000	
Fax RX File Transmission	Setting per Line	<ul style="list-style-type: none"> • Port 1: Do not Deliver. • Port 2: Do not Deliver. • Port 3: Do not Deliver.
	Print at Delivery	No
	Files to Deliver	All Files
	Delivery Failure File	—
Recall Interval Time	300 seconds	
Number of Recalls	No	

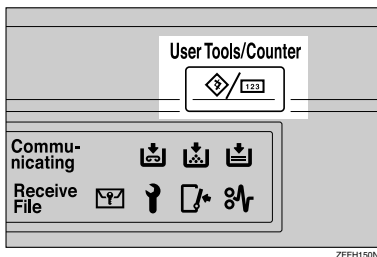
Note

- The file transfer function requires the optional Hard Disk Unit.

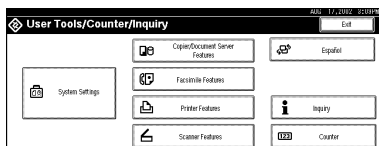
Network Settings

The following describes the settings required to use the machine in a network. For more information about the settings, see p.68 “Settings You Can Change with the User Tools”.

- 1 Press **[User Tools/Counter]**.



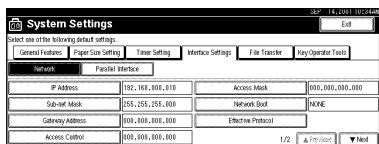
The “User Tools Main Menu” appears.



- 2 Press **[System Settings]**.

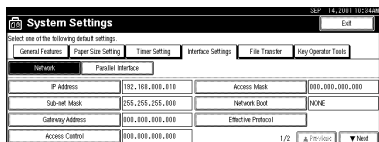
- 3 Press **[Interface Settings]**.

The following screen appears on the panel display.

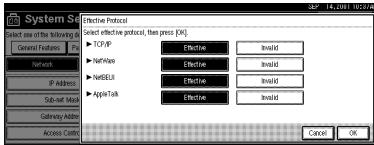


- 4 Make sure that the **[Network]** key is selected.

The following screen appears on the panel display.



5 Click [Effective Protocol].

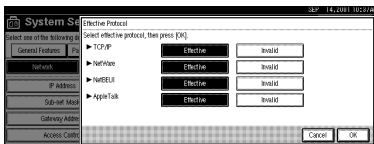


Note

- Consult the network administrator for help with these settings.
- You must configure IP Address for using TCP/IP protocol. You don't have to configure it if Networkboot is DHCP.
- Press **[Invalid]** for protocols that you don't use.
- Press **[Effective]** for TCP/IP protocol when you use pure IP of NetWare 5/5.1.

Limitation

- You need to have PostScript 3 module for AppleTalk.
- 1 Make sure that the **[Effective Protocol]** key is pressed.
 - 2 Select **[Invalid]** or **[Effective]** for each protocol.

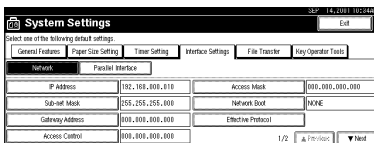


3 Press [OK].

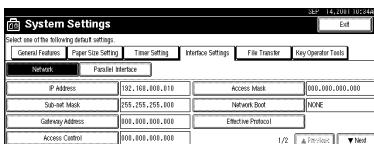
The following operation will be different, according to each protocol.

When Using TCP/IP

1 Make sure that the [Network] key is pressed.

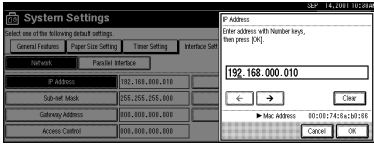


2 Press [IP Address].



1

3 Use the number keys to enter the IP address.



Note

- Press the [←] and [→] keys to move to the next entry field.
- If you enter the wrong IP address, press [Clear] and re-enter the IP address.

4 Press [OK].

5 Make the [Sub-net Mask], [Gateway Address], [Access Control], and [Access Mask] settings. For each item, click the corresponding button on the screen shown in step 2, and then perform the same procedure as described in steps 3 and 4.

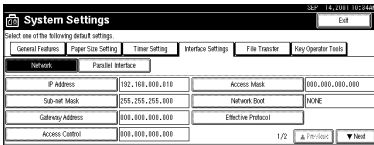
Acquiring the IP Address from the DHCP Server

To use the DHCP server to acquire the IP address, select [DHCP] from [Network Boot].

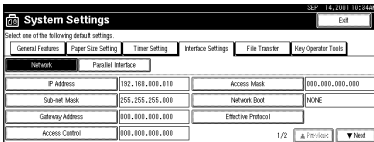
Note

- You need to change the settings when you use DHCP.
- To always assign the same IP address to the machine, reserve the IP address for the machine on the DHCP server.
- Use the default IP address.

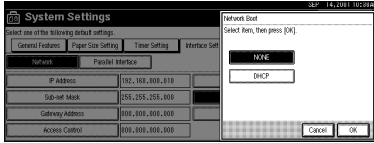
1 Make sure that the [Network] key is selected.



2 Press [Network Boot].



3 Press **[DHCP]**, and then press **[OK]**.



1

When using NetWare

To use the machine on NetWare, be sure to select the type of **[NW frame]**.

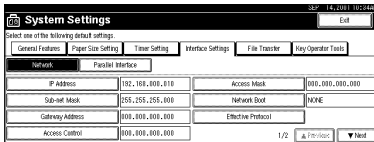
You can select the following frame types:

- Auto select (Default)
- Ethernet II
- Ethernet 802.2
- Ethernet 802.3
- Ethernet SNAP

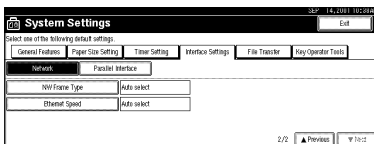
Note

- Select File server which connection must be same as the frame type.
- To use the machine in a pure IP environment on NetWare 5/5.1, select **[Effective]** for TCP/IP in step **5**.

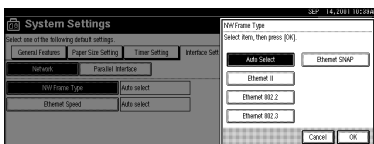
1 Make sure that the **[Network]** is selected, and then press **[▼Next]**.



2 Press **[NW Frame Type]**.



3 Select the Frame Type, and then press **[OK]**.

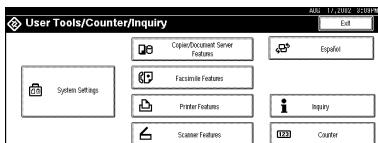
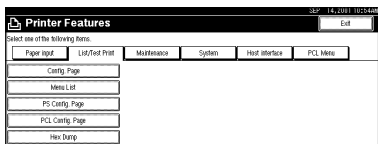


6 Press **[Exit]**.

Returns to the **[User Tools/Counter]** display.

7 Press [List/Test Print] to print out the settings.**Note**

- Skip this step and go to step **8** if your machine is not equipped with the printer and scanner functions.

1 Press [Printer Features].**2** Press [List/Test Print].**3** Press [Config. Page].

The configuration Page will be printed.

Reference

For details about List/Test Print refer to the Printer Reference.

8 Press [User Tools/Counter] key.**Note**

- The settings become effective and back to display.

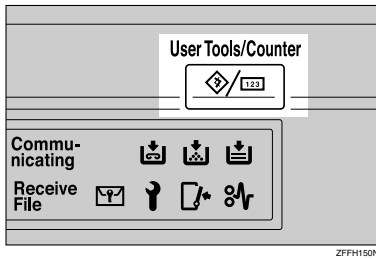
File Transfer Settings

Preparation

The file transfer function requires the optional Hard Disk Unit.

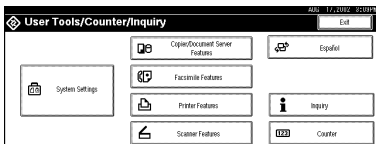
The following describes the file transfer settings required for sending received facsimile files and the scanner function. For more information about the settings, see p.68 "Settings You Can Change with the User Tools".

1 Press [User Tools/Counter].

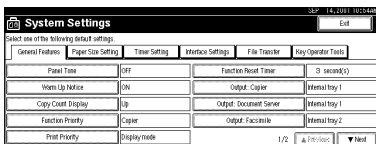


The [User Tools Main Menu] appears.

2 Click [System Settings].



3 Click [File Transfer].

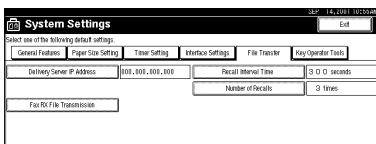


Assigning a Delivery Server IP Address

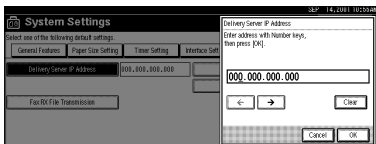
Note

- You must also set the delivery server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the delivery server IP address set on ScanRouter V2 Lite/Professional.

1 Click [Delivery Server IP Address].



2 Use the number keys to enter the delivery server IP address.



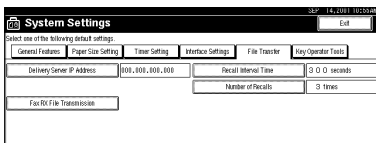
Note

- Press the [←] or [→] key to move to the adjacent entry field.
- To correct the delivery server IP address entered, press **[Clear]**, and then enter the correct delivery server IP address.

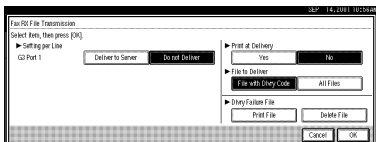
3 Click [OK].

Making Settings to Transmit Received Facsimile Files

1 Click [Fax RX File Transmission].



2 Make the following settings as required:

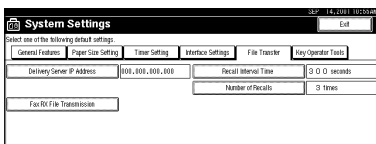


- Setting per Line
- Print at Delivery
- File to Deliver
- Delivery Failure File

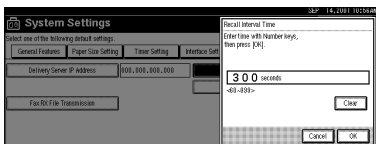
3 Click [OK].

Setting the Recall Interval Time

1 Click [Recall Interval Time].



- 2 Use the number keys to enter the recall interval time.



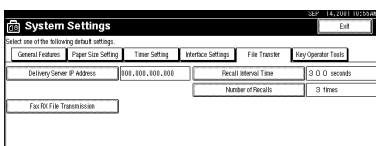
Note

- To correct the recall interval time entered, press **[Clear]**, and then enter the correct recall interval time.

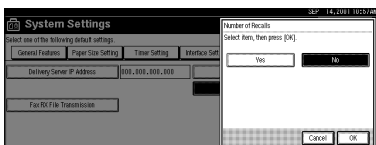
- 3 Click **[OK]**.

Setting the Number of Recalls

- 1 Click **[Number of Recalls]**.



- 2 To resend files to the delivery server, press **[Yes]**.

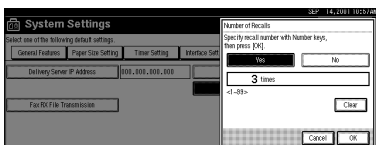


The menu to specify the number of recalls appears.

Note

- To not resend files, press **[No]** and go to step 4.

- 3 Use the number keys to enter the number of recalls.



Note

- To correct the entered number of recalls, press **[Clear]**, and then enter the correct number of recalls.

- 4 Click **[OK]**.

- 4 Click **[Exit]**.

5 Press **[User Tools/Counter]**.

The new settings become effective and the display returns to the main function menu.

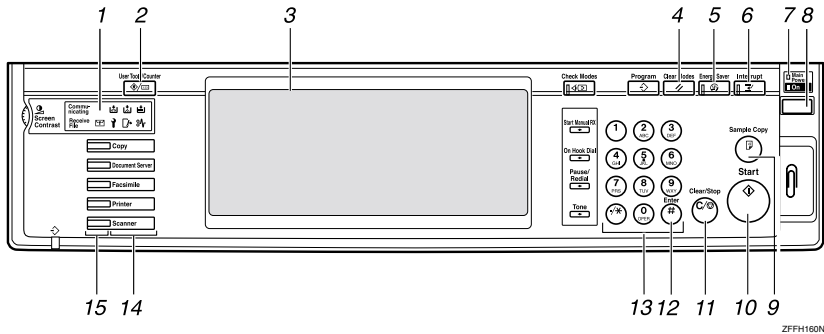
1

 **Note**

- You can also click the **[Exit]** key on the [User Tools Main Menu] to return to the main function menu.

2. Combined Function Operations

Control Panel



1. Indicators

Show errors and machine status.

2. [User Tool/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements. ⇒ p.68 "Settings You Can Change with the User Tools"
- Counter
Press to check or print the total number of copies made.
- Inquiry
Press to check where to contact for machine repairs and ordering toner.

3. Display panel

Shows operation status, error messages, and function menus.

4. [Clear Modes] key

Press to clear the previously entered copy job settings.

5. [Energy Saver] key

Press to switch to and from Energy Saver mode.

6. [Interrupt] key

Press to make interrupt copies during a copy run.

7. Main power indicator and power indicators

The main power indicator goes on when you turn on the main power switch.

The power indicator blinks when the power is on.

Important

- Do not turn off the power while the power indicator is blinking. Doing so may damage the hard disk.

8. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

Note

- The operation switch is ineffective during a system setting operation.

9. [Sample Copy] key

Press to make a single set of copies or prints to check for poor copying or printing before making multiple sets of copies or prints.

10. [Start] key

Press to start copying, scanning, or printing documents stored on the Document Server.

11. [Clear/Stop] key

- Clear
Press to delete a number entered.
- Stop
Press to stop a copy job in progress.

12. [#] key

Press to enter a value.

13. Number keys

Use to enter the desired number of copies and data for selected modes.

14. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

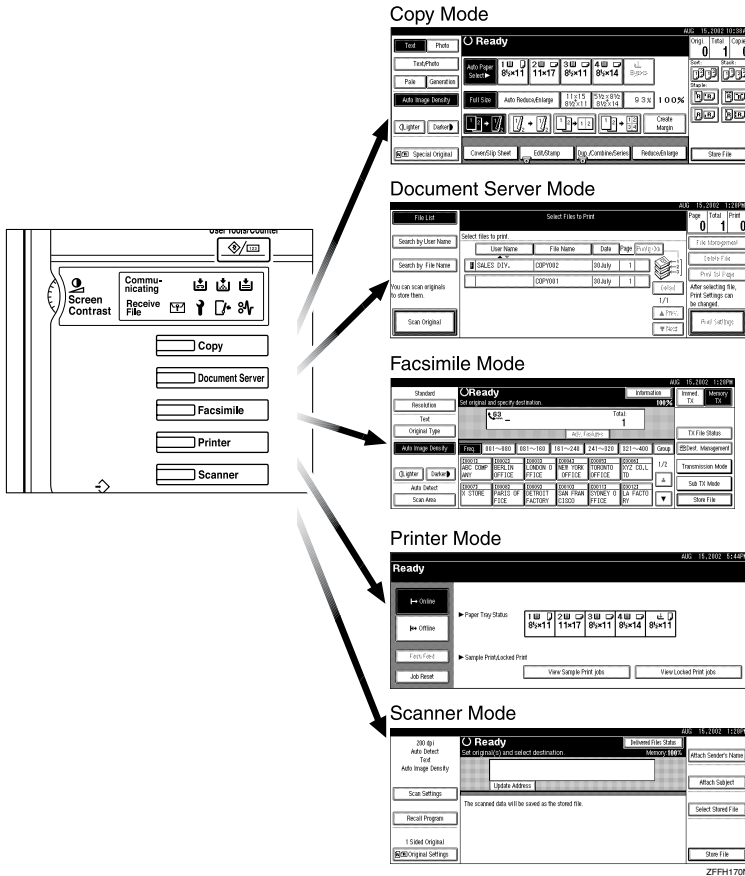
15. Function Status indicator

These show the status of the above functions:

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted.

Changing Modes

You can use this machine not only as a copier, but optionally as a fax, printer and scanner machine as well. Press the **[Copy]**, **[Document Server]**, **[Facsimile]**, or **[Printer]**, **[Scanner]** key to use each function.



Limitation

❑ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission
- During immediate transmission
- When accessing the user tools
- During interrupt copying
- During on hook dialing for fax transmission
- While scanning an original

Copy Mode

You can make basic copies, and enlarge/reduce, combine, or use various other copy functions to make copies. You can also add options to further increase the number of functions. For more details, refer to "Options" in the Copy Reference manual.

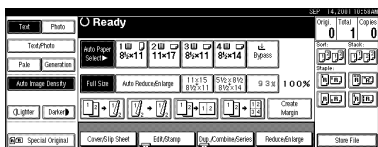
2

Changing to Copy Mode

You can always make a copy when the machine isn't printing or scanning originals for faxes.

1 Press the **[Copy]** key.

The copier display appears on the panel display.



Reference

For details, see the "Copy Reference".

Interrupt copying to make urgently needed copies

You can interrupt the current job to make a copy.

Note

- The display may differ depending on the settings described on p.68 "Function Priority" and p.84 "User Code Management".

Limitation

- You cannot use the interrupt copy function in the following cases:
 - during fax immediate transmission
 - while scanning an original for memory transmission
 - during interrupt copying

1 Press the **[Interrupt]** key.

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the **[Start]** key after pressing the **[Interrupt]** key. When the current job stops, the interrupt copy display appears on the panel display.

Note

- When you interrupt a copying job, remove the previous original.

2 Make your copies.

Important

- If the remaining memory space is 0%, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

Note

- While copying, a received fax document is stored in memory and the Receive File indicator is lit.

3 After interrupt copying is completed, remove the original and delivered copies.

4 Press the **[Interrupt]** key again.

The machine resumes the printing job of the received fax document.

Resuming the interrupted copying job

1 Reset the previous original.**2** Press the **[Start]** key.

The machine resumes the interrupted copy run.

Copying and Multi-accessing

If you want to make copy while using another function, follow the procedure below.

1 Press the **[Interrupt]** key.

The interrupt display appears on the panel display.

2 Place originals, and then press the **[Start]** key.

The machine interrupts the job that is printing and starts copying your originals.

3 When copying is complete, remove your originals and the copies.**4** Press the **[Interrupt]** key again.

The previous job settings will be restored and the machine will continue from where it left off.

 **Note**

- Machine operations are different depending on the "Print Priority" settings (⇒ p.68 "General Features 1/2") or the "User Code Management" (⇒ p.68 "General Features 1/2") settings.

 **Reference**

⇒ p.35 "Multi-Access"

❖ When "Print Priority" = "Fax", "Printer", or "Display" (default)

The machine completes the operation of the function set by Print priority before performing the operation of another function.

! Limitation

- While the machine is performing two-sided printing in fax mode, you cannot make two-sided copies until the printing ends.

❖ When "Print Priority" = "Interleave"

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

Document Server Mode

You can store files in the Document Server.

Limitation

- ❑ The Document Server function requires the optional Hard Disk Unit.

Note

- ❑ If you want to re-send fax documents, go back to the Facsimile display.
- ❑ For details about this function and its operation to the Copy Reference.

Reference

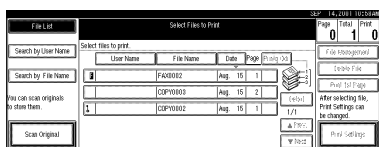
For more information about the Document Server, see p.39 “Document Server”.

Copying by Using the Document Server

You can print from the Document Server while using other functions.

- 1** Press the **[Document Server]** key.

The Document Server display appears on the panel display.



- 2** Select the desired documents, and then press **[OK]**.

Note

- ❑ When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
 - p.70 “Output: Copier”
 - p.70 “Output: Document Server”
 - p.70 “Output: Facsimile”
 - p.71 “Output: Printer”

Storing Documents in the Document Server

Storing Documents in the Document Server

- 1** Place originals.
- 2** Press the **[Document Server]** key.
The Document server display appears on the panel display.
- 3** Press the **[Scan Original]** key.
- 4** Press the **[Start]** key.
Documents are stored for the copier function.

Storing Documents while Copying

You can copy while storing files.

- 1** Place originals.
- 2** Press the **[Copy]** key.
The Copier display appears on the panel display.
- 3** Press **[Store File]**, and then press **[OK]**.
Both copying and storing documents will be started.
- 4** Press the **[Start]** key.

Storing Documents from the Fax display

You can select to store and transmit documents at the same time or store documents only.

- 1** Place originals.
- 2** Press the **[Facsimile]** key.
The facsimile display appears on the panel display.
- 3** Press the **[Store File]** key.
- 4** Press **[Store&Transmit]** or **[Store Only]**, and then press the **[OK]** key.
- 5** If you selected **[Store&Transmit]**, input the dial numbers. If you selected **[Store Only]**, go to step **6**.
- 6** Press the **[Start]** key.
If you selected **[Store&Transmit]**, the machine starts storing documents and transmitting them. If you selected **[Store Only]**, the machine starts storing documents.

Reference

For details about this function, refer to the "Facsimile Reference".


Storing Documents from Printer

If you want to store files from the printer, use this function from the printer driver.

Interrupt the Operating Function and Start Storing

Even if another function is operating, you can use the Document Server. Refer to the following procedure.

While Copying

- 1** Press the **[Clear/Stop]** key.
The copy job will be interrupted.
 - 2** Remove the originals.
 - 3** Press the **[Document Server]** key.
The Document Server display appears on the panel display.
 - 4** Place originals to be stored.
 - 5** Press the **[Scan Original]** key.
The machine starts storing documents.
-  **Note**
- If you want to go back to the copier function, press **[Copy]**.

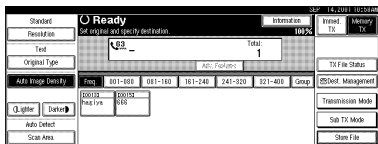
Facsimile Mode

Changing to Facsimile Mode

You can always use the machine as a facsimile when you are not copying.

1 Press the **[Facsimile]** key.

The facsimile display appears on the panel display.



Note

The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the “Facsimile Reference”.

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

Preparation

Machine operations are different depending on the “Print Priority” settings (⇒ p.68 “General Features 1/2”) or “User Code Management” (⇒ p.84 “Key Operator Tools 1/2”).

Reference

⇒ p.35 “Multi-Access”

Printing a received fax while copying

❖ When “Print Priority” = “Fax” or “Display” (default)

The machine interrupts the copying and receives a fax. Upon completing the fax reception, it resumes the interrupted copying job.

❖ When “Print Priority” = “Interleave”

The machine performs the operations in the order in which they are initiated. If another function is initiated during operation, the machine completes the current operation before performing the operation of the function initiated.

❖ Printing a received fax in a hurry

Press the **[Facsimile]** key to switch to the facsimile display. The copying job is interrupted and the machine starts printing the received fax automatically. After printing the fax, press the **[Copy]** key and do the previous job again.

Sending a Fax

Sending a fax while printing a received fax

Scanning originals for memory transmission

The machine can scan your originals for memory transmission even while printing a received fax.

- 1 Complete the usual operations for sending a fax, then press the **[Start]** key.

Sending a fax while copying

- 1 Press the **[Facsimile]** key to switch to the facsimile display.
You can send a fax while copying.

 **Note**

- Remove any originals from your copy job.

- 2 Complete the usual operations for sending a fax, and then press the **[Start]** key.
- 3 After the transmission has finished, press the **[Copy]** key.
- 4 Reset the copy job originals, and then press the **[Start]** key.

The machine resumes the interrupted copy run.

Sending a fax while printing

- 1 Press the **[Facsimile]** key to switch to the fax display.

Printing is interrupted.

- 2 Complete the usual operations for sending a fax, and then press the **[Start]** key.

After the transmission has finished, printing re-starts.

When Scanning Other Jobs

- 1 You cannot scan originals to be sent by fax when scanning originals for another job.

Printer Mode

2

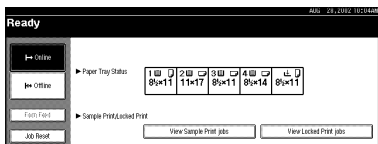
Changing to Printer Mode

To print from an application being run on a personal computer, you need not switch to printer mode on this machine. You must switch to printer mode, however, to perform the following operations:

- Form feeding
- Job reset
- Sample print
- Locked print

1 Press the **[Printer]** key.

The printer display appears on the panel display.



Reference

For details, see the “Printer Reference”.

Printing

The machine can receive print data while another mode is functioning.

1 Print the job from your computer.

Printing starts.

Reference

For details, see the “Printer Reference”.

Note

- If user codes have been set for the printer function as described on p.84 “User Code Management”, you must enter your user code from the Printer Driver.

Scanner Mode

Changing to Scanner Mode

This scanner unit has two scanner functions: “Network TWAIN Scanner” and “Network Delivery Scanner”.

Reference

To configure the function priority, see the “Scanner Reference”.

Limitation

- In the following cases, the machine cannot be used as a scanner.
 - While scanning originals for copying
 - While scanning a fax message for transmission
 - During immediate fax transmission
 - While scanning an original

Storing Documents in Memory

- 1** Place originals.
- 2** Press the **[Scanner]** key.
The scanner display appears on the panel display.
- 3** Press the **[Store File]** key.
- 4** The machine prepares to store the document.
- 5** Press the **[Start]** key.

Using the Network TWAIN Scanner

- 1** Place originals.
- 2** Configure the scan options using the computer.
- 3** Start the scan.

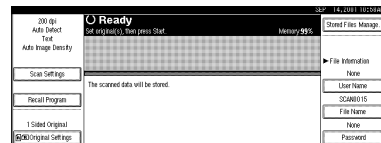
Reference

For more information, see the “Scanner Reference”.

Using the Network Delivery Scanner

- 1** Place originals.
- 2** Press the **[Scanner]** key.

The screen for the scanner mode appears.



- 3** Set the scan options, address and sender.
- 4** Press the **[Start]** key.

Reference

For more information, see the “Scanner Reference”.

Interrupting scanning

If you want to scan while copying or faxing, follow the procedure below.

Scanning while copying

Usually, you cannot use this machine as a scanner until it finishes copying.

 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ p.69 "Function Reset Timer"

1 Press **[Clear/Stop]** key.

Copying is interrupted.

2 Remove the originals.

3 Press **[Reset]** key.

4 Start the scan.

 **Note**

- When the scan is completed, press the **[Copy]** key and restart copying.

Scanning while scanning a fax message for memory transmission

Usually, you cannot use the scanner function until scanning a fax message for memory transmission is completed.

 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ p.69 "Function Reset Timer"

1 Press **[Clear/Stop]** key.

The fax message scan is interrupted.

 **Note**

- When using quick memory delivery, previously scanned originals will be delivered. For more information, see "Facsimile Reference".

2 Remove the originals.

3 Start the scan.

 **Note**

- When the scan is completed, press the **[Facsimile]** key and restart faxing.

Scanning while doing an Immediate Fax Transmission

Usually, you cannot use the scanner function while it is doing immediate fax transmissions.

 **Preparation**

Select Function Reset Timer to set "Instant". ⇒ p.69 "Function Reset Timer"

1 Press **[Clear/Stop]** key.

The immediate fax transmission is interrupted.

 **Note**

- Previously scanned originals will be delivered.

2 Remove the originals.

3 Start the scan.

 **Note**

- When the scan is completed, press **[Facsimile]** key and restart faxing.

Scanning while printing

You can scan without interrupting printing.

Multi-Access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, you can scan documents to store in the Document Server.
- While printing documents saved in the Document Server, the machine can receive print data.
- You can make copies while receiving fax data.
- While printing print data, you can make operations for copying.

Performing multiple functions simultaneously like this is called Multi-accessing.

Note

- The chart below shows sample operations with "Print priority" set to "Interrupt" (⇒ p.68).
- : Operation is enabled when the relevant function key is pressed and remote switching (of the scanner) is done.
- : Operation is enabled when the [Interrupt] key is pressed to interrupt the preceding operation.
- : Operation is performed automatically after the preceding operation ends.
- ×: The operation must be started after the preceding operation ends. (Simultaneous operations are not available.)
- When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
 - p.70 "Output: Copier"
 - p.70 "Output: Document Server"
 - p.70 "Output: Facsimile"
 - p.71 "Output: Printer"

 **Sample operations**

This chart is based on the following conditions:

- When “Print priority” is set to “Interrupt” (⇒ “Print Priority” on p.69 “Print Priority”)
- For details on operations under other conditions, contact your service representative.

2

		Mode after you select		Copy		Facsimile		Printer												
		Mode before you select		Interrupt Copying		Transmission		Scanner												
Interrupt Copying	Copy	Operations for Copying	Stapling	Sort	Operations for Copying	Transmission Operation/Manual Reception Operation	Scanning an Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Stapling	Operations for Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server
		Operations for Copying	Stapling	Sort	Operations for Copying	Transmission Operation/Manual Reception Operation	Scanning an Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Data Reception	Printing	Stapling	Operations for Scanning	Operations for Document Server	Scanning a Document to Store in Document Server	Printing from Document Server	Printing from Document Server	Sending a Facsimile from Document Server
Facsimile Reception	Transmission Operation/Manual Reception Operation	●	●	○	○	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○
	Scanning an original for Memory Transmission	×	×	×	×	×	×	×	○	○	○	○	○	○	×	×	×	×	○	○
	Memory Transmission	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Immediate Transmission	×	×	×	×	×	×	×	○	○	○	○	○	○	×	×	×	×	○	○
	Memory Reception	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Printing Received Data	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Copy	Operations for Copying	×	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Stapling	○	↓	↓	○	○	○	○	○	○	○	○	○	↓	○	○	○	○	○	○
	Sort	↓	↓	↓	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Operations for Copying	○	○	○	×	×	×	×	○	○	○	○	○	○	×	×	×	×	○	○
	Copying	○	○	○	×	×	×	×	○	○	○	○	○	○	×	×	×	×	○	○
	Transmission Operation/Manual Reception Operation	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

	Mode before you select	Mode after you select		Copy			Facsimile				Printer		Document Server	DeskTopBinder V2 Professional/Lite	
		Operations for Copying	Stapling	Sort	Operations for Copying	Interrupt Copying	Transmission	Reception	Print	Scanner					
Printer Print	Data Reception	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Sort Print	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Scanner	Stapling	○	↓	○	○	○	○	○	○	○	○	○	○	○	○
	Operations for Scanning	●	●	●	○	○	○	○	○	○	○	○	○	○	○
Document Server	Scanning	×	×	×	×	×	×	×	○	○	○	○	○	○	○
	Operations for Document Server	●	●	●	○	○	○	○	○	○	○	○	○	○	○
DeskTopBinder V2 Professional/Lite	Scanning a Document to Store in Document Server	●	×	×	○	○	○	○	○	○	○	○	○	○	○
	Printing from Document Server	●	○ ^{*4}	○	○	○	○	○	○	○	○	○	○	○	○
DeskTopBinder V2 Professional/Lite	Printing from Document Server	○	○ ^{*4}	○	○	○	○	○	○	○	○	○	○	○	○
	Sending a Facsimile from Document Server	○	○	○	○	○	○	○	○	○	○	○	○	○	○

^{*1} Simultaneous operations are only available after the preceding job documents are all scanned and the [Next Job] key appears.

^{*2} You can scan a document after the preceding job documents are all scanned.

^{*3} Simultaneous operations are only possible with an additional line installed and when the facsimile function is not using the line given line priority in the facsimile settings.

^{*4} During stapling, printing automatically starts after the current job.

^{*5} Stapling is not available.

^{*6} Simultaneous operations become available after you press the [Next Job] key.

^{*7} If you are making stapled copies with paper larger than A4, 8¹/₂" × 11" using the operational 1000 sheet finisher, subsequent operations using the finisher shift tray are suspended until the current job is finished.

^{*8} If you scan a document during printing, the scanning speed might be slow.

^{*9} During parallel receptions, any subsequent job is suspended until the receptions are completed.

❗ **Limitation**

- Stapling cannot be used at the same time for multiple functions.

📝 **Note**

- A machine with the Finisher 500 installed cannot accept other jobs while printing with the stapling operation.
- A machine with the Finisher 1000 installed, that is printing with the stapling operation on paper larger than A4, $8\frac{1}{2} \times 11$ " size starts the subsequent job (for which Internal Shift Tray is specified as the output tray) only after the current print job finishes.
- While printing is in progress, the scanning of a document using another function may take more time.



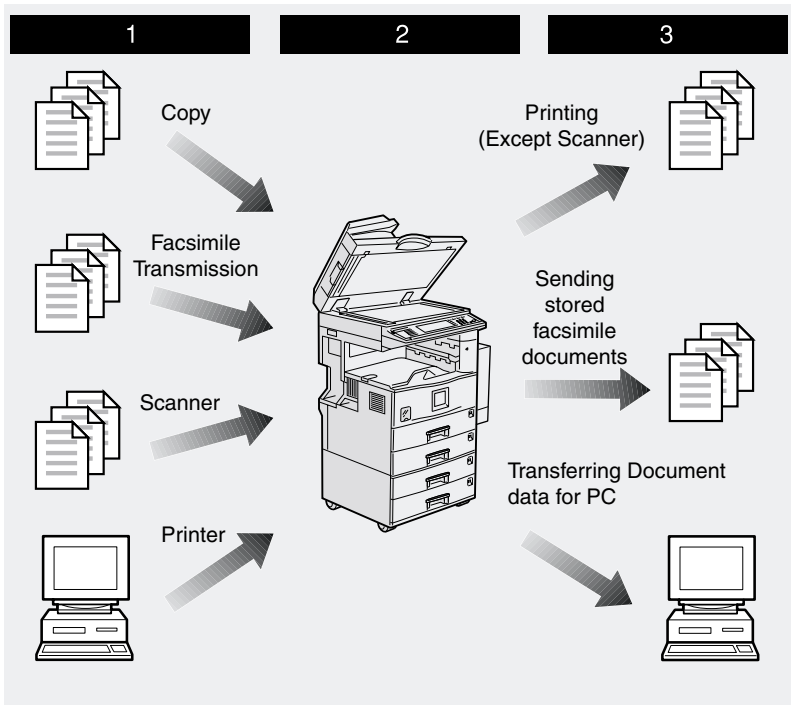
3. Document Server

Overview

The Document Server enables you to save documents in the machine memory and then edit and print them as you want.

You can save the following:

- Data from documents scanned using the document feeder
- Data from documents scanned using the exposure glass
- Data sent from a computer



Process

1 Prepare the documents you want to save.

2 Save the documents.

- The documents are saved in the machine memory.

3 Print the documents, send faxes, and transfer the documents and the data to a PC.

- You can print saved documents with any settings you desire at any time.
- Scanned document data can be transferred to a PC.
- You can resend saved documents you desire at any time.

Important

- Do not turn off the main power switch when the Operation Switch is on or the On indicator is lit. If you turn it off during an operation, the memory or hard disk might be damaged.
- Avoid any strong shocks to the machine. This could damage the hard drive or delete stored files. For precautionary reasons, files should be copied to another local computer.
- If trouble occurs in the internal hard disk unit of the machine, data saved on the hard disk may be lost. Therefore, the user should avoid using the internal hard disk as a recording and storage medium for important data. We assume no responsibility for any damage suffered by the user due to loss of data.

Limitation

- The Document Server function requires the optional Hard Disk Unit.
- Data for documents in the Document Server function list that were scanned in using the Scan function are not displayed.
- The documents stored by scanning are not available to print.
- You can fax documents stored using the facsimile feature.
- Optional Desk Top Binder V2 Professional or Desk Top Binder V2 Lite are required for transferring data to your computer.

Relationship between Document Server and Other Functions

The following table lists the relationship between the Document Server and other machine functions.

Function name	How to issue storage instructions	Displaying a list	Printing documents	Sending documents
Copy	Copy/ Document Server	Enabled	Enabled	Disabled
Printer	Personal computer	Enabled	Enabled	Disabled
Facsimile	Facsimile	Enabled	Enabled	Enabled
Scanner	Scanner	Disabled	Disabled	Disabled

Features and Benefits

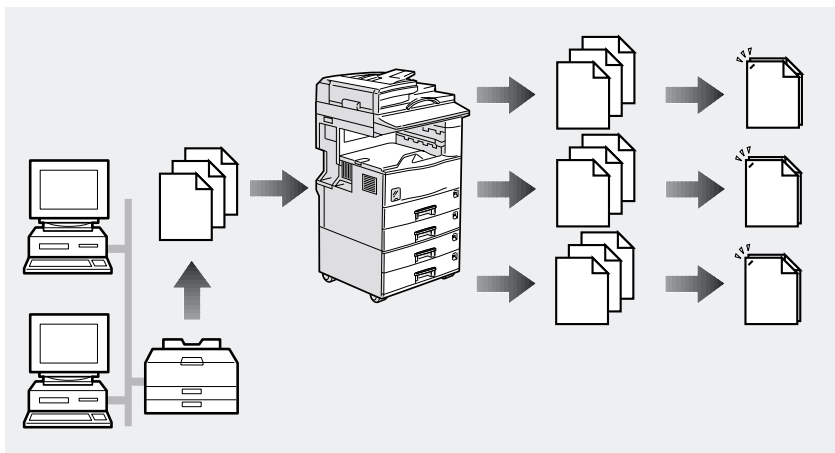
On Demand Printing

Use to print any saved document as required.

❖ Your current situation might be...

- When you need to print multiple sets of documents 2-sided and stapled together, you normally print the originals, make duplex copies and then staple them together manually.

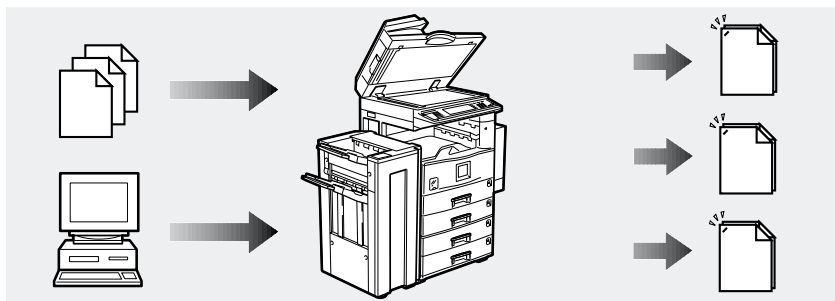
3



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❖ With the Document Server

If you save your document in the Document Server, you can print it out at any time with the necessary print settings, such as duplex and stapling. You can store fax documents and document data so that you can print them whenever necessary.



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Note

- Stapling and punching require the installation of the optional finisher.
- You can use a password to prevent others from printing saved documents.

File Merge Printing

You can combine multiple scanned documents to print them in one set.

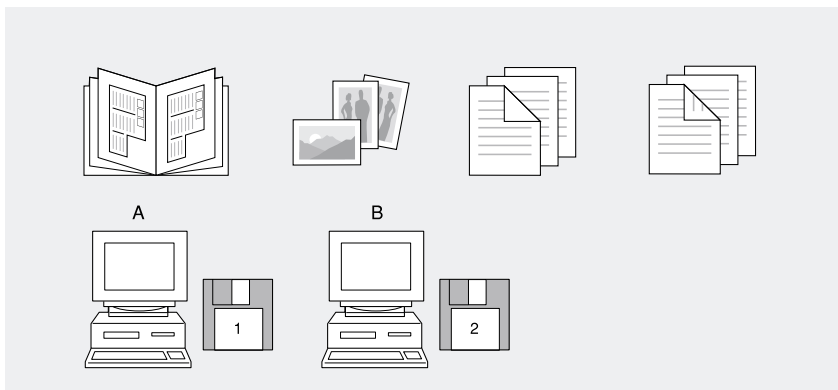
❖ Your current situation might be...

You want to combine several originals that are different in density, size, and paper weight.

You can merge documents that were created with different applications or that were created separately on different computers.

You can merge documents that were sent from a computer with paper originals that have been scanned such as the following:

- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals



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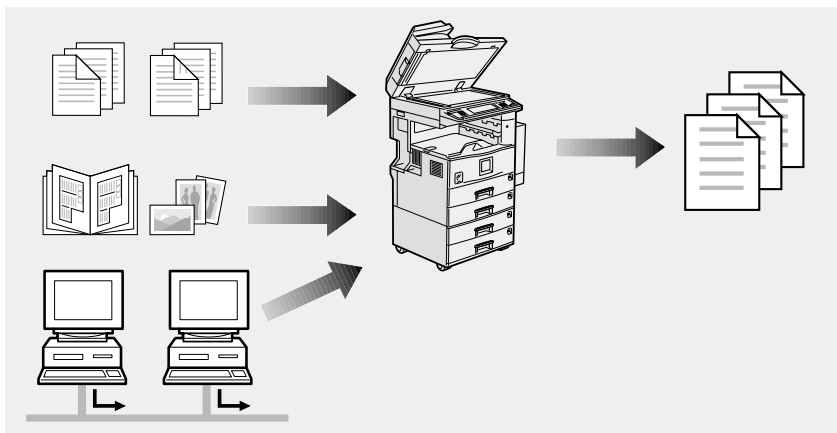
◆ With the Document Server

Set the print order to print documents together.

Merge and print fax documents, document data sent, and originals that have been scanned.

Merge documents created with different applications or created on different computers.

Store electronic originals created by a computer on the network and originals that have been scanned using the document feeder.



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📌 Note

- ❑ You can check the print result by printing a sample set before making a large print run by pressing the **[Sample Copy]** key. If you are not satisfied with the print result of some pages of the set, you can scan that part again.

Facsimile Resend

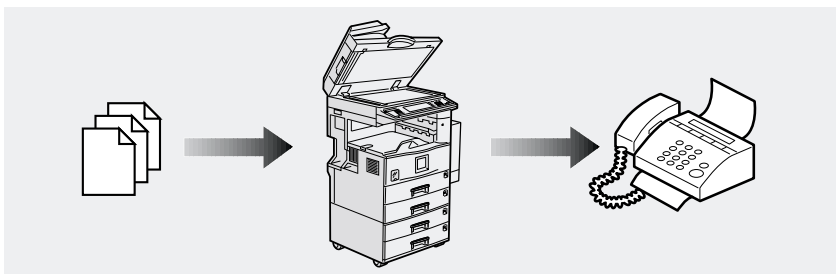
You can print or resend a sent document received by fax. This is useful when you want to send a large document that needs to be sent several times, since you do not have to scan the document each time.

❖ **You current situation might be...**

- When you need to retransmit multiples sets of the same documents, you have to scan them again and again.

❖ **With the Document Server**

You can send the original data stored in memory whenever necessary. You can merge and send data stored from a previous fax with additional scanned originals.



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Operation from a Computer

If you install Desk Top Binder V2 Professional or Desk Top Binder V2 Lite on your computer you can check the contents of the stored documents, print copies for confirmation and perform other operations. You can also delete data stored in the Document Server. In addition, you can also export documents stored in the Document Server to your computer as a file.

You can also perform tasks on data stored in the Document Server from your computer, rather than from the machine.

3

Note

- You can perform the following operations from your computer:
 - Search by File Name and User Name
 - Indicate easily the 1 st page of your documents
 - Display the document information, change the file name and the password
 - Delete documents
 - Copy documents to your computer
 - Print documents
 - Send the stored facsimile documents
- Optional Network Interface board and 64 MB memory or the Printer Scanner unit are required for operations from your computer. Desk Top Binder V2 Professional or Desk Top Binder V2 Lite must be installed on your computer.

Reference

For more detailed information, refer to Desk Top Binder V2 Professional/Lite manuals.

Scanning Originals

You can scan the originals you want to save in the Document Server using the control panel of the machine. The originals can be either on the exposure glass or in the document feeder.

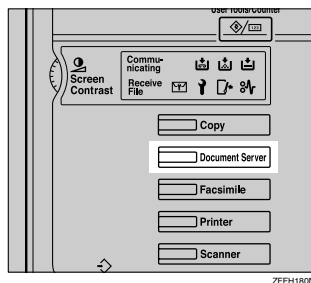
The saved documents will automatically be named in the order of scanning as “COPY0001”, “COPY0002”

Note

- ❑ Based on the factory settings, the machine automatically deletes documents from the Document Box one day (24 hours) after each document was saved. The user can disable the automatic deletion of documents or change the automatic deletion period, for example, to several days. For details, see p.99 “Auto Delete File”.
- ❑ You can change the file names that are assigned automatically.
- ❑ You can use a password to prevent others from printing saved documents.

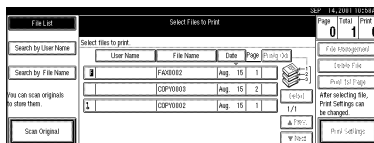
Scanning in Document Server Mode

- 1 Press the **[Document Server]** key.

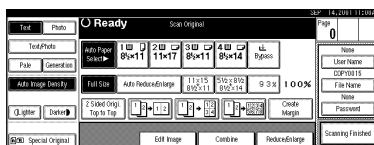


The “Select Files to Print” display appears.

- 2 Press the **[Scan Original]** key.



The “Scan Original” display appears.



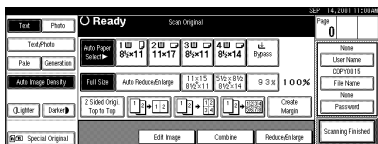
- 3 Enter a file name, user name, or password if necessary.

Note

- ❑ If you do not wish to register a file name, go to step 3.
- ❑ If you do not register a file name, one is automatically assigned.

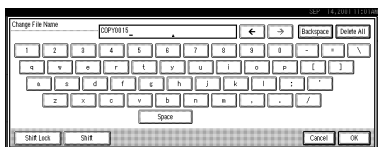
To change the file name

- 1 Press the [File Name] key.



The "Change File Name" display appears.

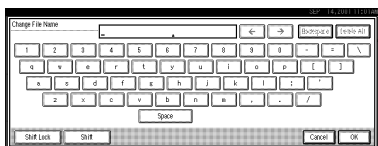
- 2 Press the [Delete All] key to delete the old file name.



Note

- You can also use the [Backspace] key to delete unnecessary characters.

- 3 Enter a new file name.



Note

- A string of up to 10 characters can be entered as a file name. Note that only eight characters of each file name are displayed in the document list.

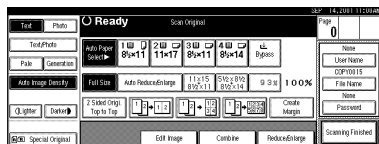
Reference

For more information about how to enter characters, see p.100 "Entering Text".

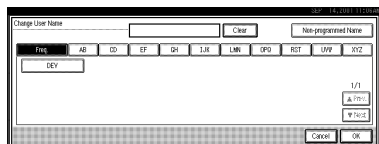
- 4 Click [OK].

To register or change the user name

- 1 Press the [User Name] key.

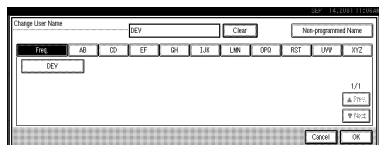


If user names have already been registered, the "Change User Name" display appears.



If user names have not been registered, go to step 4.

- 2 To change your user name to a registered user name, select a registered user name from the list, and then click [OK].

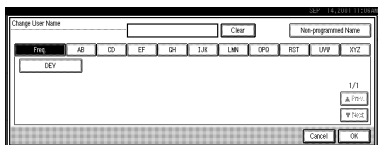


To change your user name to an unregistered user name, go to the next step.

Reference

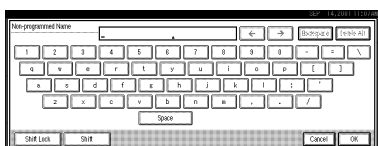
For more information about how to register users, see p.87 "To Register the New User Code".

- To enter an unregistered user name, press the [Unregistered Name] key.



The screen used to enter the user name appears.

- Enter the new user name.



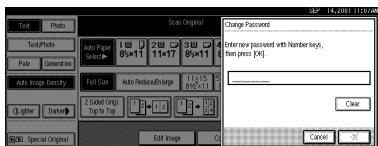
Reference

For more information about how to enter characters, see p.100 "Entering Text".

- Click [OK].

To set or change the password

- Press the [Password] key.
- Enter the password using the number keys (4 digits).



Note

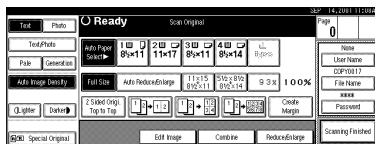
- To change the number entered, press the [Clear] or [Clear/Stop] key and enter a new number.
- Press the [OK] or [#] key.

- Place your originals either on the exposure glass or in the document feeder.

Reference

For more information about how to place the types of originals that can be placed, see the Copier Reference.

- Make any desired settings.



Note

- Press the [Scanning Finished] key to cancel the file name, password, or print settings and return to the "Select Files to Print" display.

Reference

For details, see the explanations of each function in this manual.

- Press the [Start] key.

The document is saved in the Document Server. The saved documents are displayed on the "Select Files to Print" display.

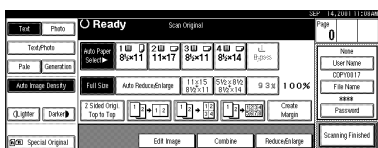
Note

- If you have placed your originals in the document feeder, the "Select Files to Print" display appears automatically after all originals have been scanned.
- If you have placed your originals on the exposure glass, press the [Scanning Finished] key after all originals have been scanned. The "Select Files to Print" display appears.
- To stop scanning, press the [Clear/Stop] key.

- ❑ To resume the paused scanning job, press the **[Resume]** key in the confirmation dialog box. To delete the saved images and cancel the job, press the **[Cancel]** key.
- ❑ When a password is stored, **1** appears on the left side of the file name.

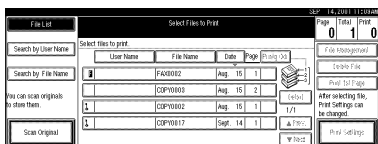
The line for the selected document is highlighted.

7 Press the **[Scanning Finished]** key.

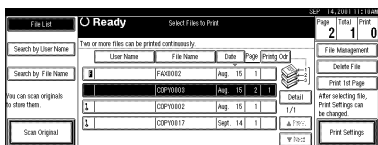


To change the file name, user name, or password

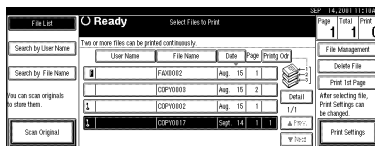
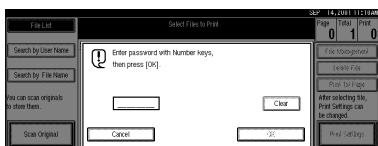
1 Select the document for which the user name, file name, or password is to be changed.



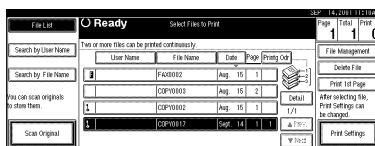
- If no password is set for the document, the line for the selected document is highlighted.



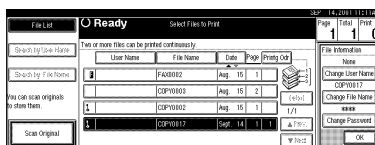
- If a password has already been set for the document, the password entry dialog box appears. Enter the password, and then click **[OK]**.



2 Press the **[File Management]** key.



3 Press the **[Change File Name]**, **[Change User Name]**, or **[Change Password]** key.



4 Enter the new file name, user name, or password using the letter keys or number keys.

Reference

For more information about changing the file name, see p.48 "To change the file name".

For more information about changing the user name, see p.48 "To register or change the user name".

For more information about changing the password, see p.49 "To set or change the password".

5 Press the **[OK]** key.

Printing Saved Documents

You can print any of the documents saved in the Document Server.

Follow these steps to select a document and print it out.

1 Press the **[Document Server]** key.

The “Select Files to Print” display appears.

2 Press the line for the document you want to print.

Search by User Name	User Name	File Name	Date	Page	Priority
Search by File Name	FAD0002	Aug. 15	1		
	OP00003	Aug. 15	2		
	OP00002	Aug. 15	1	1/1	
	OP00017	Sept. 14	1		

- If no password is set for the document, the line for the selected document is highlighted.

Search by User Name	User Name	File Name	Date	Page	Priority
Search by File Name	FAD0002	Aug. 15	1		
	OP00003	Aug. 15	2		
	OP00002	Aug. 15	1	1/1	
	OP00017	Sept. 14	1		

- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then click **[OK]**.

The selected line is highlighted.

Search by User Name	User Name	File Name	Date	Page	Priority
Search by File Name	FAD0002	Aug. 15	1		
	OP00003	Aug. 15	2		
	OP00002	Aug. 15	1	1/1	
	OP00017	Sept. 14	1		

Note

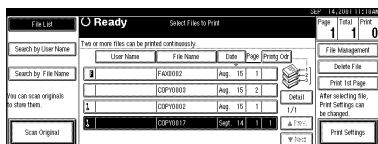
- ❑ You can search for the document you desire by the file name or the user name. ⇒ p.58 “To Search by File Name”
- ❑ You can sort the files in order of **[User Name]**, **[File Name]**, or **[Date]**. Press the key you want to sort by.
- ❑ If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev.]** keys.
- ❑ If you cannot find the desired document using the names, you can print the first page of a document to check its contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- ❑ Press the selected line again to cancel the print job.
- ❑ If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, then press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

3 To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out.

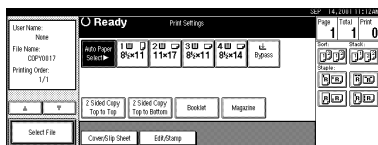
The selected order is shown in the priority column next to the selected document(s).

Note

- Up to 30 documents can be selected for printing.
- To change the print order, press the highlighted lines to cancel their selection, and then select them again in the order you want to print.
- Press the **[Clear Modes]** key to cancel all the settings.
- If you press the **[Print Odr]** key, the selected documents are displayed in printing order.

4 If you need to change any of the print settings, press the **[Print Settings]** key.

The "Print Settings" display appears.

**Note**

- The print settings made for printing in copier or printer mode are stored in the machine after printing and applied to the next printing. The print settings made in facsimile mode, however, are not stored.
- The print settings remain in the machine after printing.
- The print setting items are listed below. For more information about the print results according to each setting, see the Copy Reference.

◆ Binding format

- 2-Sided Copy Top to Top
- 2-Sided Copy Top to Bottom
- Booklet
- Magazine

◆ Cover handling

- Cover/Slip Sheet
- Edit/Stamp

◆ Finish

- Sort
- Stack
- Staple

- The print settings of the document you select first are applied to the merged documents.
- When multiple documents are printed at the same time, the print settings made for the document printed first are applied to all other documents.
- If you select multiple files, you can confirm the file names or print order of the files you selected in step 3 by scrolling through the list with the **[▼]** and **[▲]** keys.
- Press the **[Select File]** key to return to the "Select Files to Print" display.
- "Booklet", "Magazine", and "Stamp" cannot be set for documents saved in facsimile mode.
- "Booklet" and "Magazine" cannot be set for documents saved under multiple functions.

🔍 Reference

For details, see the explanations of each function in this manual.

5 Enter the required number of prints using the number keys.

Note

- Up to 99 can be entered.
- To change the value entered, press the **[Clear/Stop]** key and enter the new value.
- If you print more than one set using the Sort function, you can check the print result by printing out only the first set. ⇒ p.54 "Sample Copy".

6 Press the **[Start]** key.

The machine starts printing.

Note

- To pause the print job, press the **[Clear/Stop]** key. In the confirmation dialog box, press the **[Resume]** key to resume it, or press the **[Cancel]** key to cancel it.

Stopping printing

You can stop printing in progress.

1 Press the **[Clear/Stop]** key.

The following confirmation dialog box appears.



2 Press the **[Yes]** key.

The printing operation stops.

Note

- To cancel printing from being stopped, click the **[Print]** key in the confirmation dialog box. Printing then continues for the remaining part of the document.

Changing the number of copies during printing

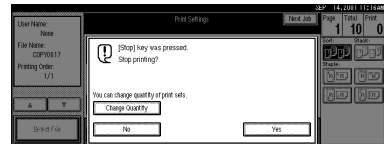
You can change the number of copies during printing.

Limitation

- The number of copies can only be changed with the Sort function selected in the print settings.

1 Press the **[Clear/Stop]** key.

The following dialog box appears.

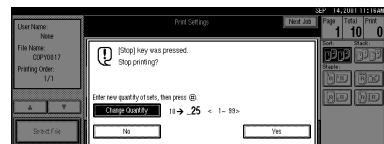


2 Click the **[Change Set Qty.]** key.

3 Use the number keys to enter a new number of copies.



4 Click the **[#]** key.



5 Click the **[Print]** key.

Printing restarts.

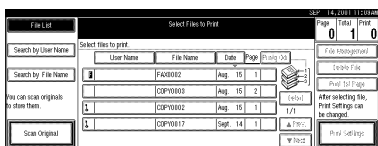
Sample Copy

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the **[Sample Copy]** key.

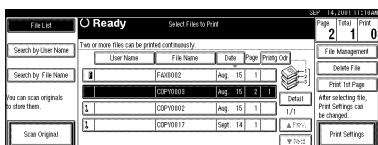
Limitation

- This function can be used only when the Sort function has been turned on.

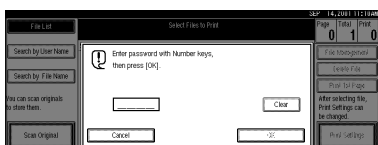
1 Select the document to be printed.



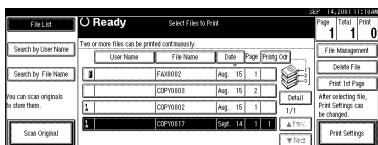
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then click **[OK]**.



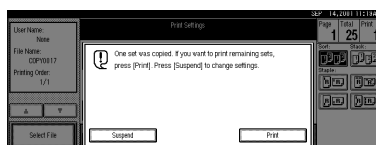
The selected line is highlighted.



Note

- You can search for a desired document by user or file name by using the **[Search by User Name]** or **[Search by File Name]** keys, respectively. ⇒ p.84 “User Code Management”
- You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the **[User Name]**, **[File Name]**, or **[Date]** key.
- You can scroll up or down the file names listed by using the **[Prev.]** or **[Next]** key, respectively.
- To cancel a document selection, press the highlighted line for the selected document.

2 Press the **[Sample Copy]** key.



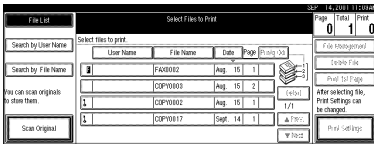
- ### 3 After the first set is printed out, press the **[Print]** key to print the rest of the print job. Press the **[Suspend]** key to cancel printing and return to the “Print Settings” menu for changing the settings.

Print First Page

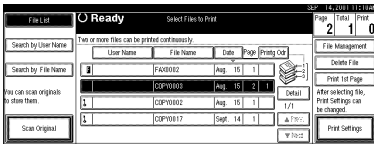
You can print the first page of the document selected in the “Select Files to Print” display to check the contents.

If more than one document is selected, the first page of each document is printed.

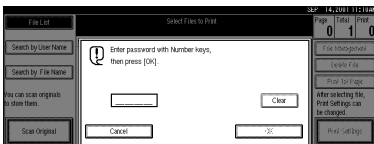
1 Select the document to be printed.



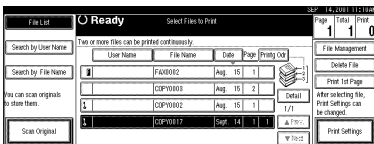
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then click [OK].



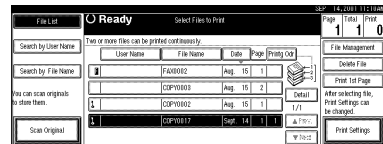
The selected line is highlighted.



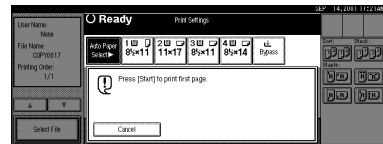
Note

- ❑ You can search for a desired document by the user or file name, using the [Search by User Name] or [Search by File Name] keys, respectively. ⇒ p.84 “User Code Management”
- ❑ You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the [User Name], [File Name], or [Date] key.
- ❑ You can scroll up or down the file names listed by using the [Prev.] or [Next] key, respectively.
- ❑ To cancel a document selection, press the highlighted line for the selected document.

2 Click the [Print 1st Page] key.



The following confirmation dialog box appears.



3 Press the [Start] key.

The first page is printed out.

Note

- ❑ To cancel printing of the first page, click the [Cancel] key.

Deleting Saved Documents

All unnecessary documents should be deleted.

This section describes how to delete saved documents.

Important

- ❑ You can save up to 3,000 documents in the Document Server. No more documents can be saved when there are 3,000 documents in the Document Server. You should delete unnecessary documents.
- ❑ You can set the timer to delete the documents stored in the Document Server with the User Tools. ⇒ p.99 “Auto Delete File” in “Key Operator Tools 2/2”.

Note

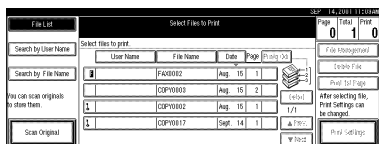
- ❑ You can delete all the saved documents at a time with the User Tools. ⇒ p.99 “Delete All Files” in “Key Operator Tools 2/2”.

Follow these steps to delete saved documents.

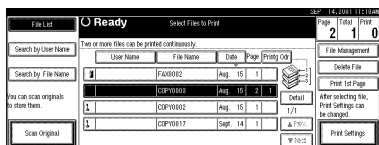
1 Press the **[Document Server]** key.

The “Select Files to Print” display appears.

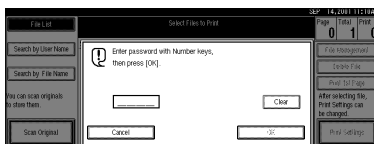
2 Select the document to be deleted.



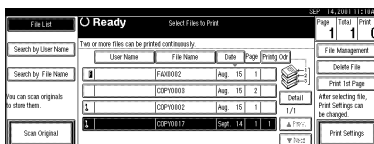
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password, and then click **[OK]**.



The selected name is highlighted.



Note

- ❑ You can search for the document you desire by the file name or the user name. ⇒ p.58 “To Search by File Name”
- ❑ You can sort the files in order of **[User Name]**, **[File Name]**, or **[Date]**. Press the key you want to sort by.
- ❑ If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev.]** keys.
- ❑ If you cannot find the desired document using the names, you can print the first page of a document to check its contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- ❑ Press the selected line again to cancel the print job.

- ❑ If you select a document which requires a password, the “Input the Password” window appears. Enter your password using the number keys, and press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

3 Repeat step 2 if you want to select more than one document.

4 Press the **[Delete File]** key.

A confirmation dialog box appears.

5 Press the **[Delete]** key to delete the document.



 **Note**

- ❑ To cancel the delete operation, press the **[Do not Delete]** key.

Searching Saved Documents

You can use either the **[Search by File Name]** or **[Search by User Name]** key to search for documents stored on the Document Server. You can also list the stored documents in the order you prefer. If you install Desk Top Binder V2 Professional or Desk Top Binder V2 Lite on your computer, you can search and rearrange the documents from your computer.

❖ Search by File Name

You can search the documents stored in the Document Server by the file name.

❖ Search by User Name

You can search the documents stored in the Document Server by the user name.

To Search by File Name

This searches for documents on the Document Server that match a file name.

- 1 Press the **[Document Server]** key.
- 2 Press the **[Search by File Name]** key.
- 3 Enter the file name using the letter keys.

🔍 Reference

For details on entering characters, refer to p.100 "Entering Text".

- 4 Press the **[OK]** key.

Only the files beginning with the name entered appear in the "Select Files to Print" display.

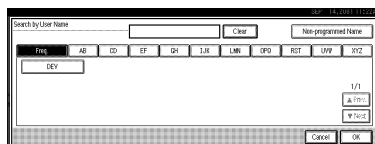
📝 Note

- ❑ To display all the files saved in the Document Server, press the **[All the files]** key.

To Search by User Name

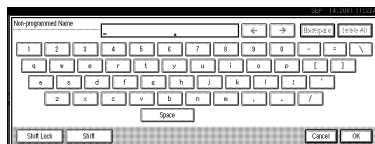
This searches for documents on the Document Server that match a user name.

- 1 Press the **[Document Server]** key.
- 2 Press the **[Search by User Name]** key.
- 3 To specify a registered user name, select the user name from the displayed list, and then click **[OK]**.



To specify an unregistered user name, follow the procedure below.

- 4 To specify an unregistered user name, click the **[Unregistered Name]** key. The entry dialog box below appears. Enter the unregistered user name in the entry dialog box, and then click **[OK]**.

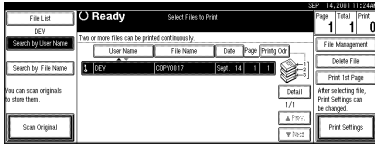


🔍 Reference

For more information about how to enter characters, see p.100 "Entering Text".

5 Press the [OK] key.

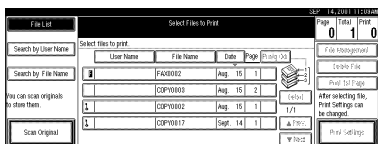
Only the files beginning with the name entered appear in the “Select Files to Print” display.

**Note**

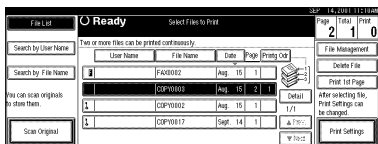
- To display all the files saved in the Document Server, press the [All the files] key.

To Check the Details of Stored Documents

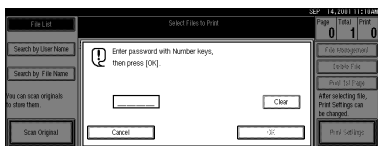
1 Select the document for which you want detailed information.



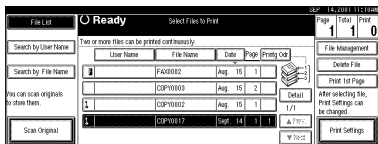
- If no password is set for the document, the line for the selected document is highlighted.



- If a password has been set for the document, the password entry dialog box appears. Enter the password and click [OK].



The selected name is highlighted.

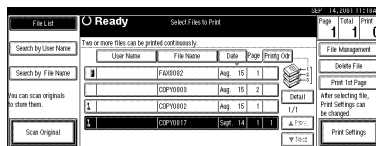


Note

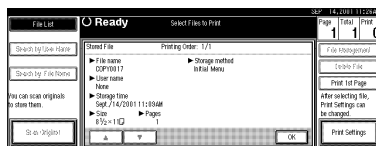
- You can search for a desired document by the user or file name, using the [Search by User Name] or [Search by File Name] keys, respectively. ⇒ p.84 "User Code Management"

- You can sort document names in the list by the user names, file names, or dates. To sort the documents, click the [User Name], [File Name], or [Date] key.
- You can scroll up or down the file names listed by using the [▲Prev.] or [▼Next] key, respectively.
- If you cannot determine the contents of a desired document by its file name, you can print just the first page of the document for checking purposes. To do this, select the document to be checked, and then click the [Print 1st Page] key.
- To cancel document selection, press the highlighted line for the selected document.

2 Press the [Detail] key.



The detailed information about the document is displayed.



Note

- If you have selected several documents, use the [▲] [▼] keys to view the details of each document.
- Click [OK]. The "Select Files to Print" display appears.

4. User Tools (System Settings)

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Energy Saver]** key is pressed.

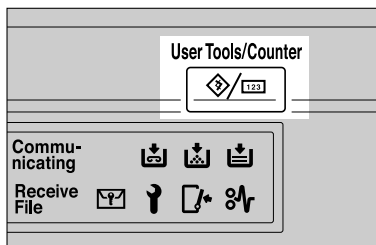
Reference

For information on the User Tools (Copy/Document Server Features), see the Copy Reference manual.

Changing the Settings

1 Press the **[User Tools/Counter]** key.

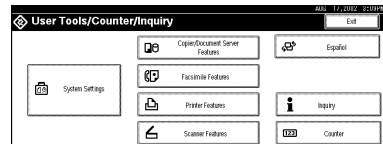
The User Tools Main Menu appears.



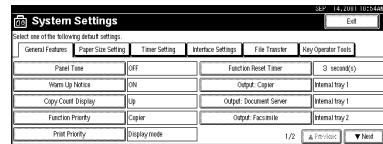
ZFFH150N

2 Press the **[System Settings]** key.

The System Settings menu appears.



3 Select the desired menu and press the desired key.



4 Change the settings by following the instructions on the display panel. Then press the **[OK]** key.

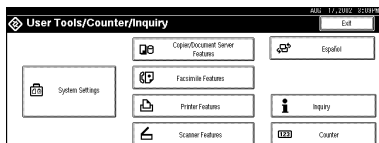
Note

- [OK]**: Press to set the new settings and return to the previous menu.
- [Cancel]**: Press to return to the previous menu without changing any data.
- To cancel the changes made to settings and return to normal the function display, press the **[User Tools/Counter]** key.

Exiting from the User Tools

- 1 After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.

Changing the User Tools is finished, and the machine is ready for copying.

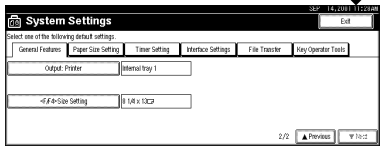
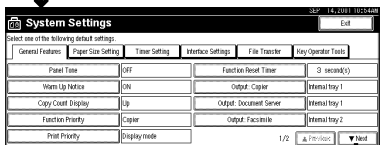
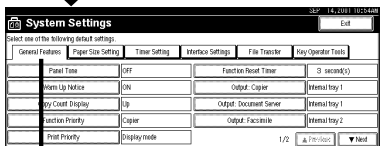
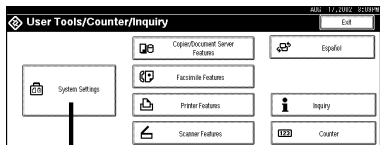


Note

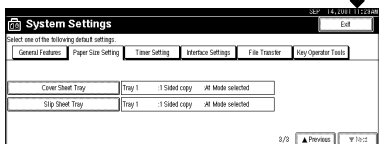
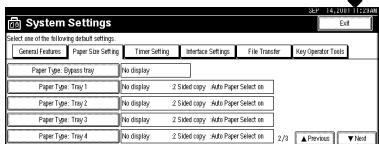
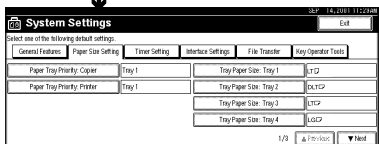
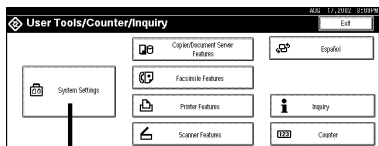
- ❑ To exit from changing the machine's default settings and return to Copy mode, press the **[User Tools/Counter]** key.
- ❑ You can also exit from the User Tools by pressing the **[User Tools/Counter]** key.

User Tools Menu (System Settings)

❖ “General Features 1/2” ⇒ p.68, “General Features 2/2” ⇒ p.71



- ◆ “Paper Size Settings $1/3$ ” ⇒ p.72, “Paper Size Settings $2/3$ ” ⇒ p.74, “Paper Size Settings $3/3$ ” ⇒ p.75



4

◆ “Timer Setting” ⇒ p.77

The sequence shows three screenshots of the system settings menu. The first screenshot shows the 'User Tools/Counter/Inquiry' menu with 'System Settings' highlighted. The second screenshot shows the 'System Settings' window with the 'Timer Setting' tab selected. The third screenshot shows the 'Timer Setting' sub-menu with various timer options.

Item	Value	Item	Value
Panel Tone	OFF	Function Reset Timer	0 second(s)
Warm Up Notice	ON	Output Copier	Interval 1
Copy Count Display	Up	Output Document Server	Interval 1
Function Priority	Copier	Output Facsimile	Interval 2
Print Priority	Display mode		1/2 < Previous Next >

Item	Value	Item	Value
Auto Off Timer	0 0 minutes	Scanner Auto Reset Timer	0 0 seconds
Panel Off Timer	0 0 minutes	Set Date	08/14/2001
System Reset Timer	0 0 seconds	Set Time	11:29:59AM
Copier/Document Server Auto Reset Time	0 0 seconds		
Facsimile Auto Reset Time	0 0 seconds		

4

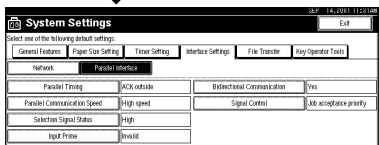
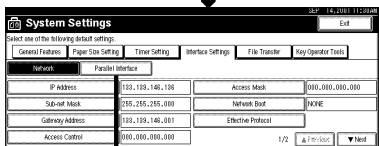
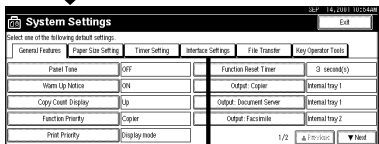
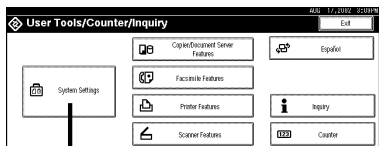
◆ “Interface Settings/Network 1/2—2/2” ⇒ p.79

The sequence shows three screenshots of the system settings menu. The first screenshot shows the 'User Tools/Counter/Inquiry' menu with 'System Settings' highlighted. The second screenshot shows the 'System Settings' window with the 'Interface Settings' tab selected. The third screenshot shows the 'Interface Settings' sub-menu with the 'Network' section expanded.

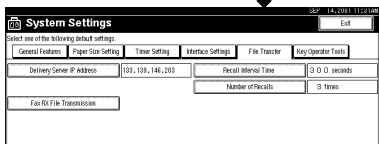
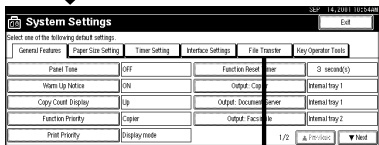
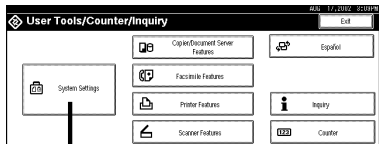
Item	Value	Item	Value
IP Address	193.193.146.100	Access Method	000.000.000.000
Subnet Mask	255.255.255.000	Network Baud	1920K
Gateway Address	193.193.146.001	Effective Protocol	
Access Control	000.000.000.000		1/2 < Previous Next >

Item	Value
IPv6 Filter Type	Auto select
Ethernet Speed	Auto select

◆ “Interface Settings/Parallel Interface” ⇒ p.81

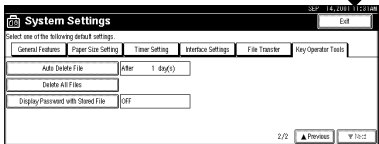
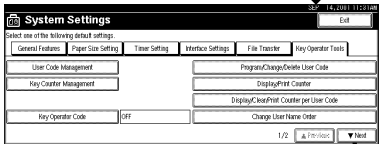
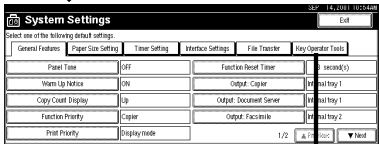
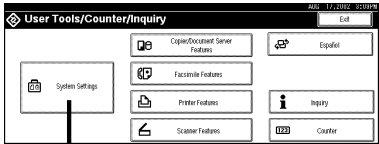


◆ “File Transfer” ⇒ p.82



4

◆ “Key Operator Tools 1/2” ⇒ p.84, “Key Operator Tools 2/2” ⇒ p.99



Settings You Can Change with the User Tools

Reference

For how to access the User Tools, see p.61 “Accessing the User Tools (System Settings)”.

General Features ¹/₂

❖ Panel Tone

The beeper (key tone) sounds when a key is pressed.

Note

Default: *ON*

❖ Warm Up Notice

Specify whether the beeper sounds when the machine becomes ready for copying after Energy Saver mode is deactivated or the power is turned on.

Note

If the “Panel Tone” setting is “Off”, the beeper does not sound irrespective of the “Warm Up Notice” setting.

Default: *ON*

❖ Copy Count Display

The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down).

Note

Default: *Up (count up)*

❖ Function Priority

You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.

Note

Default: *Copier*

❖ Print Priority

Set print priority for each mode.

- "Display mode"
Print priority is given to the mode displayed on the display.
- "Copier"
Print priority is given to the copy function.
- "Document Server"
Print priority is given to the Document server.
- "Facsimile"
Print priority is given to the fax function.
- "Printer"
Print priority is given to the printer function.
- "Interleave"
Prints jobs in the order in which they are initiated regardless of mode/function. Output from each function might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using "Output". When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer.

Note

- Default: *Display mode*
- When the optional Internal Tray, Internal Shift Tray, Finisher 500, or Finisher 1000 is installed on the machine, you can specify an output tray to which documents are to be delivered. For more information about how to specify an output tray for each function, see the following descriptions:
 - p.70 "Output: Copier"
 - p.70 "Output: Document Server"
 - p.70 "Output: Facsimile"
 - p.71 "Output: Printer"

Reference

⇒ p.35 "Multi-Access" or "Output" on ⇒ p.68 "General Features ¹/₂"

❖ Function Reset Timer

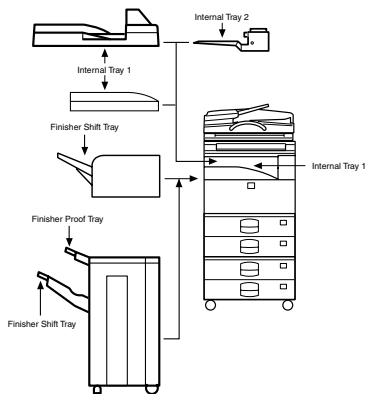
The length of time the machine waits before changing modes when using the multi-access function. This is useful if you make many copies where you have to change the settings for each copy. If you set a large value, you can prevent jobs from other functions interrupting the copy job. This setting is ignored if "Interleave" is set for "Print Priority".

Note

- Default: *Set Time*
- The Function Reset Timer setting is ignored if "Interleave" is set for "Print Priority" (⇒ p.69).
- When you select "Set Time", enter the time (3–30 seconds by 1 second steps) with the number keys.
- The default time setting is 3 seconds.

❖ **Output: Copier**

You can specify a tray to which documents are delivered.



- *Internal Tray 1*
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

❖ **Output: Document Server**

You can specify a tray to which documents are delivered.

- *Internal Tray 1*
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

 **Note**

☐ For details about output trays, refer to p.70 “Output: Copier”.

❖ **Output: Facsimile**

You can specify a tray to which documents are delivered.

- *Internal Tray 1*
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

 **Note**

☐ For details about output trays, refer to p.70 “Output: Copier”.

General Features ²/₂

❖ Output: Printer

You can specify a tray to which documents are delivered.

- *Internal Tray 1*
- Internal Tray 2
- Finisher Proof Tray
- Finisher Shift Tray

Note

- The output trays set on the Printer Driver have priority over the output tray specified above.
- For details about output trays, refer to the illustration in p.70 "Output: Copier".

❖ Prepare Stapling

Perform a test staple after replacing staples or removing jammed staples.

Note

- Press [OK] to prepare stapling.

❖ <F/F4> Size Settings

Currently three types of F size are available: 8¹/₂"×13", 8¹/₄"×13", and 8"×13". The document feeder or exposure glass sensor cannot distinguish these three types of originals. This function sets the F size for the document feeder or exposure glass sensor. Auto Paper Select or Auto Reduce/Enlarge can be used for F size originals based on this setting. You'll find it very convenient to use the machine with the F size setting.

Note

- Default: 8¹/₂"×13"

Output tray settings

! Limitation

- You cannot interrupt the current job with a job of a different function that specifies stapling or sorting.
- You can interrupt the current job with an ordinary copy job or facsimile reception. The output tray used when the job is interrupted varies depending on the type of finisher shift tray and output tray specified for interruption.

❖ **When Finisher 500 is the finisher shift tray:**

- When the output tray specified for the interrupting job is the finisher tray, the interrupting job will be delivered to Internal Tray 1.
- When the output tray specified for the interrupting job is not the finisher tray, the interrupting job will be delivered to the specified output tray.

❖ **When Finisher 1000 is the finisher shift tray:**

- When the output tray specified for the interrupting job is the finisher tray, the interrupting job will be delivered to the Finisher Proof Tray.
 - When the output tray specified for the interrupting job is not the finisher tray, the interrupting job will be delivered to the specified output tray.
- When the Finisher 500 or Finisher 1000 is installed and stapling is specified for a job, the job will be delivered to the finisher shift tray regardless of the output tray specified.

Paper Size Settings ¹/₃

❖ **Paper Tray Priority (Copier)**

You can specify the output tray for delivery.

 **Note**

- Default: *Tray 1*

❖ **Paper Tray Priority (Printer)**

You can specify the output tray for delivery.

 **Note**

- Default: *Tray 1*

❖ **Tray Paper Size: (Tray 1–4)**

Select the size of the copy paper set in the paper tray.

❖ **The paper sizes you can set for trays 1, 3 and 4 are as follows:**

- A3 , B4 , A4 , A4 , B5 , B5 , A5
- 11"×17" , 8¹/₂"×14" , 8¹/₂"×11" , 8¹/₂"×11" , 5¹/₂"×8¹/₂" , 7¹/₄"×10¹/₂" , 7¹/₄"×10¹/₂" , 8"×13" , 8¹/₂"×13" , 8¹/₄"×13" , custom size (140-297 mm (5.46"-11.58") wide x 182-432 mm (7.09"-16.8") long)

◆ The paper sizes you can set for tray 2 are as follows:

- A3, B4, A4, A4, B5, B5, A5, A5, B6, A6, C5, C6, DL Env
- 11"×17", 8¹/₂"×14", 8¹/₂"×11", 8¹/₂"×11", 5¹/₂"×8¹/₂", 7¹/₄"×10¹/₂", 7¹/₄"×10¹/₂", 8"×13", 8¹/₂"×13", 8¹/₄"×13", 4¹/₈"×9¹/₂", 3⁷/₈"×7¹/₂", custom size (100-297 mm (3.9"-11.58") wide x 148-432 mm (5.77"-16.8") long)

🔍 **Reference**

Copy Reference "Changing the Paper Size".

🚫 **Important**

- ❑ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.

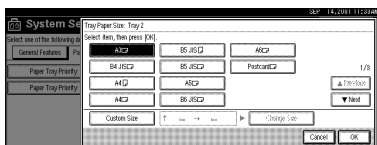
📝 **Note**

- ❑ The tray fence for the optional large capacity tray (LCT) is fixed. If you need to change the paper size, contact your service representative.
- ❑ If the paper size set for the dial in paper tray 1 and 2 is different to the paper size for this setting, the paper size of the dial has priority.
- ❑ If you load paper in tray 1 or 2 that is not available on the paper size dial, set the dial to "*".
- ❑ Default:
 - Tray 1: LT
 - Tray 2: DLT
 - Tray 3:
 - For optional paper-feed table: LT
 - For large capacity tray (LCT): LT
 - Tray 4: LG

Specifying a custom paper size

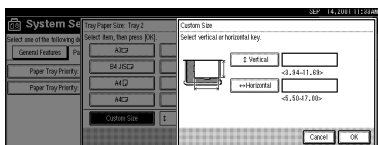
To use paper of a custom size, follow the procedure below to specify the custom paper size.

- 1 Click the [Custom Size] key on the "Tray Paper Size" display.



The "Custom Size" dialog box appears.

- 2** Press the [Vertical] or [Horizontal] key to specify the vertical or horizontal size, respectively. Then enter the size with the number keys, and then click the [#] key.



Note

- To correct the entered value, click the [Clear] key, and then enter the correct value.

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- 3** Click [OK].

The specified custom size is then set and the "Tray Paper Size" display appears.

Paper Size Settings ²/₃

◆ **Paper Type (Bypass Tray)**

Sets the display so you can see what type of paper is loaded in the bypass tray.

◆ **The paper types you can set for the bypass tray are as follows:**

- Plain paper, Recycled paper, Special paper, Color paper, Letterhead, OHP, Label paper, Thick Paper, Thin paper

Note

- Default: *No display*

◆ **Paper Type (Tray1-4)**

Sets the display so you can see what type of paper is loaded in each of the paper trays. This information is used by the print function to automatically select the paper tray.

◆ **The paper types you can set for trays 1, 3 and 4 are as follows:**

- Plain paper, Recycled paper, Special paper, Color paper, Letterhead

❖ **The paper types you can set for tray 2 are as follows:**

- Plain paper, Recycled paper, Special paper, Color paper, Letterhead, OHP, Label paper, Thick Paper, Thin paper

 **Note**

Default:

- Paper Type: *No display*
- Copying Method: 2 Sided Copy
- Apply Auto Paper Select: Yes

- A key mark is displayed next to the paper tray if No is selected.

 **Limitation**

- Auto paper select can only be selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

Paper Size Settings ³/₃

❖ **Paper Type (LCT)**

Sets the display so you can see what type of paper is loaded in the large capacity tray.

❖ **The paper types you can set for LCT are as follows:**

- Plain paper, Recycled paper, Special paper, Color paper, Letterhead

 **Note**

Default

- Paper Type: No display
- Copying Method in Duplex: 2 Sided Copy
- Apply Auto Paper Select: Yes

- A key mark is displayed next to the paper tray if No is selected.

 **Limitation**

- Auto paper select is only selected for the Copy function if No display and Recycled paper are selected. However, auto paper select is not used if No is selected.

❖ Cover Sheet Tray (for Copy/Document Server function only)

Allows you to specify and display the paper tray to set cover sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

 Note

- Default:
 - Tray to program: NONE
- The functions that use the Cover Sheet Tray setting are the front cover function and both covers function.
- When Mode Selected is selected, the cover settings options are only displayed when the cover function or slip sheet function is selected.
- You can only set the Copying Method in Duplex setting when At Mode selected is selected.

❖ Slip Sheet Tray (for Copy/Document Server function only)

Allows you to specify and display the paper tray to set slip sheets. After selecting the paper tray, you can also specify the display timing and copy method for two-sided copying.

 Note

- Default:
 - Tray to program: NONE
- When you use the Slip Sheet function, you can use the output tray specified in the Slip Sheet Tray setting.
- When At Mode selected is selected, the options are only displayed when the cover function or slip sheet function is selected.

 Reference

Copy Reference "Cover/Slip Sheet"

Timer Setting

When entering Set Time mode, if a key operator code has been set, you must enter the code (up to 8 digits). ⇒ p.86 “User Code”

◆ Auto Off Timer

The machine turns off automatically to conserve energy after a specified amount of time has past after a job. This function is called "Auto Off".

The machine status after the Auto Off operation is called "Off mode" or "Sleep mode". For the Auto Off Timer, specify the time to elapse before the Auto Off function is activated.

The Time can be set from 10 seconds to 240 minutes.

Note

- Default: 1 minute
- Enter numbers with number keys
- Use the [←] and [→] keys to switch between minutes and seconds.
- When in Off or Sleep mode, the machine can be ready for use within 10 seconds.
- Auto off may not work while an error is displayed.

◆ Panel Off Timer

Set the amount of time the machine waits before switching the panel off after copying has finished or the last operation is performed.

Note

- The default setting is the same time interval as the Auto Off Timer default setting, so the Panel Off Timer is not used. This setting is only used if the Auto Off Timer setting is set to a longer interval than the Panel Off Timer setting.
- The warm up time for making a copy from standby mode is three seconds.
- The default: 1 minute
- Enter a time interval between 10 seconds and 240 minutes with the number keys.
- Press the [←] or [→] keys to move the cursor between minutes and seconds.

◆ System Reset Timer

The System Reset setting is a setting that automatically switches to the screen for the function set in Function Priority. This happens if no operations are performed or when an interrupted job is cleared. This setting sets the system reset interval.

Note

- Default: Yes, 60 seconds
- The time can be set from 10 to 999 seconds.

❖ Copier/Document Server Auto Reset Timer

Specifies the time to elapse before the copier and Document Server functions are reset.

 Note

- If No is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- Default: Yes, 60 seconds
- The time can be set from 10 to 999 seconds.

❖ Facsimile Auto Reset Timer

Specifies the time to elapse before the facsimile function is reset.

 Note

- Default: 30 seconds
- The time can be set from 30-999 seconds.

❖ Scanner Auto Reset Timer

Specifies the time to elapse before the scanner function is reset.

 Note

- If No is selected, the machine will not automatically switch to the user code entry screen, and you will not be able to limit who uses the machine.
- Default: Yes, 60 seconds
- The time can be set from 10-999 seconds.

❖ Set Date

Set the date for the copier's internal clock.

 Note

- To change among year, month and day, press the [←] and [→] keys.

❖ Set Time

Set the time for the copier's internal clock.

 Note

- To change between minutes and seconds, press the [←] and [→] keys.

Interface Settings/Network ¹/₂—²/₂

❖ IP Address

Before using this machine with the network environment, you must configure the IP address.

Note

- Default: *011.022.033.044*
- Do not use an IP address that has been used for another machine. To get the addresses, contact your network administrator.
- Press the [←] or [→] key to move between each group of three numbers.
- Press [Clear] if you enter the wrong number.

❖ Sub-net Mask

A number used to mathematically "mask" or hide an IP address on the network by eliminating those parts of the address that are alike for all the machines on the network.

Note

- Default: *000.000.000.000*
- Press the[←] or [→] key to move between each group of three numbers.
- Press [Clear] if you enter the wrong number.

❖ Gateway Address

A gateway is a connection or interchange point that connects two networks. Configure the gateway address for the router or host computer used as a gateway.

Note

- Default: *000.000.000.000*
- To get the address, contact your network administrator.

❖ Access Control and Access Mask

You can control the client access. Access control and Access mask should be set together.

Note

- Default: *000.000.000.000*
- If you do not want to set any limitation for this machine, use the default settings.
- Press [Clear] if you enter the wrong number.
- If you set access control as 192.168.15.16, clients addresses might be assigned as follows:

Address for access mask	Client Address
000.000.000.000	xxx.xxx.xxx.xxx
255.000.000.000	192.xxx.xxx.xxx
255.255.000.000	192.168.xxx.xxx
255.255.255.000	192.168.15.xxx
255.255.255.255	192.168.15.16

❖ Network Boot

Select how to set an IP address from a client.

Note

- Default: *NONE*
- For details about settings, consult your network administrator.

❖ Effective Protocol

Select the protocol, to use in the network.

Note

- Default: *TCP/IP:Effective, NetWare:Effective, NetBEUI:Effective, AppleTalk:Effective*

❖ NW Frame Type

Select the frame type when you use NetWare.

Note

- Default: *Auto select*

❖ Ethernet Speed

Set the access speed for networks.

Select a speed that matches your network environment. "Auto Select" should usually be specified.

Note

- Default: *Auto select*

Interface Settings/Parallel Interface

❖ Parallel Timing

Specifies the timing setting for the parallel interface. Under normal circumstances, you will not need to change this setting.

Note

Default: *ACK outside*

❖ Parallel Communication Speed

Specifies the communication speed for the parallel interface. If the communication speed is set too fast, data transfers may not flow smoothly. If this occurs, change the setting to “Standard”.

Note

Default: *High speed*

❖ Selection Signal Status

Specifies the level for the select signal setting of the parallel interface.

Note

Default: *High*

❖ Input Prime

Specifies whether the prime signal is active or inactive when an input prime signal is sent. Under normal circumstances, you will not need to change this setting.

Note

Default: *Invalid*

❖ Bidirectional Communication

Specifies the printer's response mode and so forth for a status request when using the parallel interface. If you experience problems when using other manufacturers printers, set this to “Off”. However, if this is set to “Off”, asynchronous functions will not work.

Note

Default: *Yes*

❖ Signal Control

Specifies the error processing settings for when an error occurs when printing from a computer or sending faxes. Under normal circumstances, you will not need to change this setting.

Note

Default: *Job acceptance priority*

File Transfer

Make these settings as required when using ScanRouter V2 Lite/Professional.

 **Note**

- The file transfer function requires the optional Hard Disk Unit.
- The optional ScanRouter V2 Professional is required for distributing received fax documents.

❖ **Delivery Server IP Address**

Specifies the IP address of the ScanRouter V2 Lite delivery server for distributing documents or data from the machine.

 **Note**

- Default: 000.000.000.000
- Press the [←] or [→] key to move between each group of three numbers.
- If you make a mistake, press and enter the correct number.
- You must also set the delivery server IP address on ScanRouter V2 Lite/Professional. The relevant setting on the machine will be overwritten by the delivery server IP address set on ScanRouter V2 Lite/Professional.

❖ **Fax RX File Transmission**

- **Setting per Line**
Specifies whether or not received fax documents should be sent to ScanRouter V2 Professional for each of the fax lines.

 **Note**

- Default: *G3 Port 1/Do not Deliver, G3 Port 2/Do not Deliver, G3 Port 3/Do not Deliver*

- **Print at Delivery**
Specifies whether or not received fax documents that are sent to ScanRouter V2 Professional should also be printed by the machine at the same time.

 **Note**

- Default: *No*

- **File to Deliver**
Specifies whether all received fax documents or only received fax documents that include delivery codes (documents with an ID and F code) should be sent to ScanRouter V2 Professional.

 **Note**

- Default: *File with Dlvry Code*

- **Delivery Failure File (Dlvry Failure File)**
If a received fax document cannot be sent to ScanRouter V2 Professional, the document is stored in the machine's memory. To print this stored data, select "Print File"; to delete the data, select "Delete File".

 **Note**

- If the machine can send data to ScanRouter V2 Professional, data is sent automatically.
- If you delete the data, you will not be able to distribute or print the data.

◆ **Recall Interval Time**

Specifies the interval the machine waits before resending data or a document, if it could not be sent to ScanRouter V2 Professional.

 **Note**

- Default: *300 Seconds*
- Enter an interval within the range of "60 -999 seconds" (in one second intervals) with the number keys.
- This setting is for the Scanner function. The distribution of received fax documents will still be performed.

◆ **Number of Recalls**

 **Note**

- Default: *No*
- Enter the number of times within the range of "1 to 99" with the number keys.
- This setting is for the Scanner function. The distribution of received fax documents will still be performed.

Key Operator Tools ¹/₂

If an access code has been set, you cannot use the Key Operator Tools unless you enter the access code (max. 8 digits). ⇒ p.84 “Key Operator Code”

Reference

For details about user codes, ⇒ p.86 “User Code”

◆ User Code Management

Allows you to control who uses the machine by setting user codes for users. To use function with "User Code Management" set to "ON", you must enter a registered user code. User codes must be registered for user code management. For more information about user codes, see p.86 “User Code”.

Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/Auto Program*
- By using “Auto Registration” for the printer, you can keep a print log for each user code entered from the driver.

◆ Key Counter Management

Use the key counter to specify whether users are limited or not.

Note

- Default: *Copier/OFF, Document Server/OFF, Facsimile/OFF, Scanner/OFF, Printer/OFF*

◆ Key Operator Code

Important

- The administrator must properly manage the key operator codes set for the machine.

This specifies whether or not to use passwords (max. 8 digits) to control use of the “Timer Setting” or “Key Operator Tools” settings for the access codes.

Note

- Default: *OFF*
- If you select “ON”, enter the access code (max. 8 digits) with the number keys, and then select “Partial” or “All Initial Settings” to set the access limit.
 - If you selected “Partial”
 - An access code is only required for the “Timer Setting”, “Key Operator Tools” initial settings and for “Key Operator Tools” for the fax initial settings. “MENU PROTECT” will be set for “CHANGE/CONTROL” in the printer initial settings.

- If you selected “All Initial Settings”
An access code will be required to access all the items in the System Settings, Copier/Document Server Features, Facsimile Features, Printer Features, and Scanner Features.
- If you select “All Initial Settings”, you will need to enter the access code to access the Key Operator Code screen.

◆ Program/Change/Delete User Code

Adds, changes or deletes user codes (max 8 digits).

Note

- You can register up to 100 user codes. If you add the optional extension module, you can register up to 500 user codes.
- You can also register user codes from SmartNetMonitor for Admin (printer option required).
- Even if you change the user codes, the counter values are not cleared.
- If you clear a user code, the counter values associated with it are also automatically cleared.
 - **[Program/Change]**
This registers new user codes and changes the functions that can be used with user codes and user names.
 - **[Delete]**
Deletes a user code.
 - **[Delete All]**
Deletes all the user codes.

◆ Display/Print Counter

Allows you to view and print the various counters.

- **Display/Print Counter**
Displays counters for each functions (Total, Copier, Facsimile, and Printer).
- **Print Counter List**
Prints out a list of counters for all functions (Total, Copier, Facsimile, Printer, A3/DLT, 2-Sided Copy and Staple).
 - ① If you want to print Counter List, press **[Print Counter List]**, and then press start.

Note

- If you do not want to print, then press **[Cancel]**.
- ② Press **[Exit]**

❖ Display/Clear/Print Counter per User Code

Allows you to view and print the various counters accessed with user codes and to set the values to 0.

🚫 Important

- If you use "Delete All" for the user codes, the user code names (Fax function), counter values, and communication settings will also be deleted. Be sure to print the list of these settings before pressing the "OK" key.

📝 Note

- Press the [▲] and [▼] keys to show all counters.
 - Print Counter per User Code
Prints the counter values for each of the user codes.
 - Clear Counter per User Code
Sets the counter value for each of the user codes to 0.

❖ Change User Name Order

Changes the order of the registered user codes.

📝 Note

- You can rearrange the order of items on the same page, but you cannot move the items to another page. For example, you cannot move an item from "PLANNING" to "DAILY".
- Select the user code you want to move and press the [←], [↑], [↓], and [→] keys to change its position. To move it to the end, press "To End".

User Code

By registering user codes, you can limit the users of each function and check their use of each function. By installing an optional key card in the machine, you can summarize and manage the use data on each function and manage the users of each function in more detail.

The management and control items for each function are as follows:

❖ Copier

Limits the users who can use the Copy function and manages the use of each user code.

📝 Note

- Specify "ON" for "Copier" in the User Code Management settings (⇒ p.84).

❖ Document Server

Limits the users who can use the Document Server function and manages the use of each user code.

📝 Note

- Specify "ON" for "Document Server" in the User Code Management settings (⇒ p.84).

◆ Facsimile

Limits the users who can use the Fax function and manages the use of each user code.

Note

- Specify "ON" for "Facsimile" in the User Code Management settings (⇒ p.84).

◆ Printer

Limits the users who can use the Printer function and manages the use of each user code.

Note

- Specify "ON" for "Printer" in the User Code Management settings (⇒ p.84).

◆ Scanner

Limits the users who can use the Scanner function and manages the use of each user code.

Important

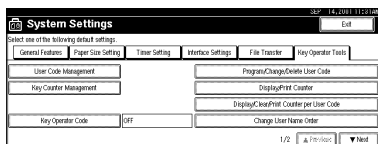
- The functions associated with each user code are the same. If you change or delete user codes, the management data and limits associated with that user code will become invalid.

Note

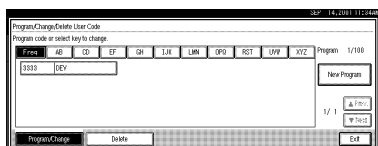
- Specify "ON" for "Scanner" in the User Code Management settings (⇒ p.84).

To Register the New User Code

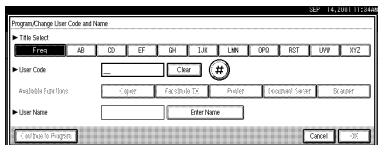
- 1** Press the **[User Tools/Counter]** key.
- 2** Press the **[System Settings]** key.
- 3** Press the **[Key Operator Tools]** key.
- 4** Press the **[Program/Change/Delete User Code]** key.



- 5** Press **[New Program]** key.



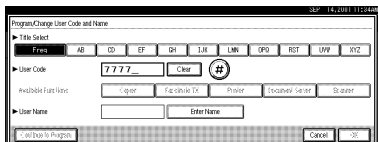
6 Press the key for the classification you want to use from “Title Select”.



Note

- The keys you can select are as follows.
 - **[Freq.]**... Added to the page that is displayed first.
 - **[AB], [CD], [EF], [GH], [IJK], [LMN], [OPQ], [RST], [UVW], [XYZ]**,... Added to the list of items in the title selected.
- You can only select one page for “Title Select”.

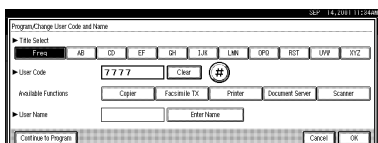
7 Enter the user code (8 digits max), and then press the [#] key.



Note

- If you make a mistake, press the **[Cancel]** or **[Clear/Stop]** key, and then enter the code again.

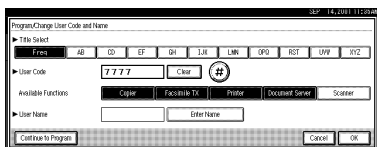
8 Select the functions to be used with the user code from “Available Functions”.



Note

- The functions that can be selected are as follows.
 - **[Copier], [Facsimile TX], [Printer], [Document Server], [Scanner]**
- Select “Yes” for each function of the user code. ⇒ p.84 “User Code Management”

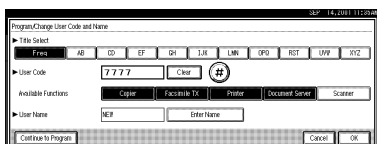
9 Press [Enter Name], and then enter the name for the user code.



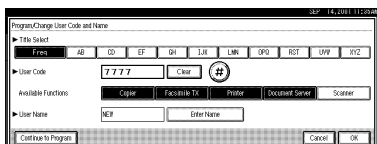
Note

- For details on how to enter the name for the user code, see p.100 “Entering Text”.
- This can be used to attach the user name to documents in the Document Server. You do not need to enter a user code for this. → Functions, Document Server, in the Copy Reference manual.

10 To continue registering user codes, press [Continue to Program], and then repeat the procedures from step 6.

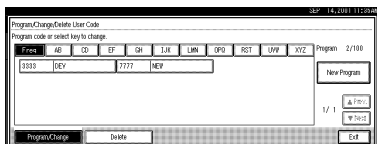


11 Press the [OK] key.



12 Press the [Exit] key.

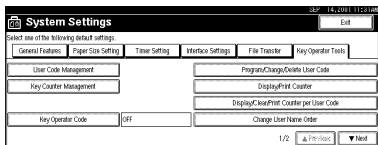
The display returns to the initial settings screen.



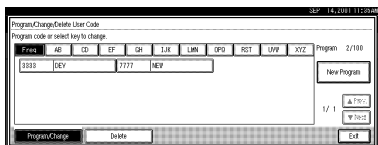
Changing the User Code

- 1 Press the [User Tools/ Counter] key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.

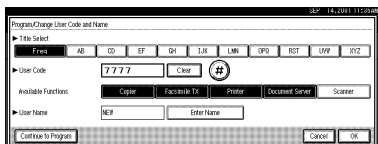
4 Press the [Program/Change/Delete User Code] key.



5 Select the user code you want to change.



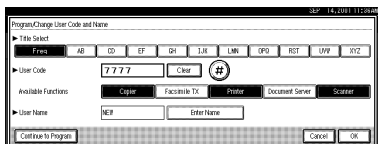
6 Enter the new information for the item that you want to change.



Note

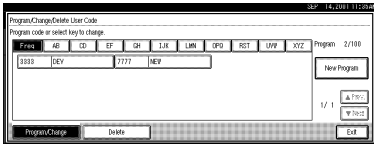
- To change a user code, select the [Clear] key, enter a new user code with the number keys, and then select the [#] key.
- For "Available Functions", highlighted buttons indicate the currently available functions. To disable an available function, select the corresponding button so that it is not highlighted. To enable an unavailable function, select the corresponding button to highlight it.
- To change a user name, select the [Enter Name] key, and then enter a new user name in the input dialog box. For more information about how to enter characters, see p.100 "Entering Text".

7 Press the [OK] key.



8 Press the [Exit] key.

The display returns to the initial settings screen.



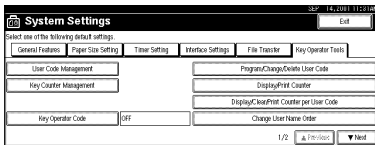
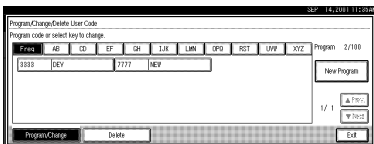
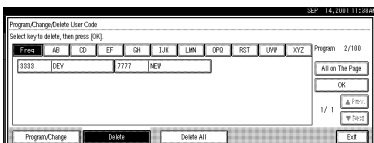
Clearing the User Code

Important

- This operation also deletes a user code registered for multiple functions. Current be specific using the deleted user code will be disabled.

4

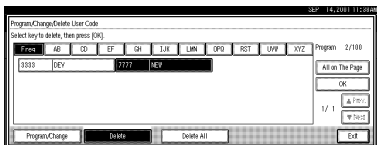
To clear a user code

1 Press the [User Tools/ Counter] key.**2** Press the [System Settings] key.**3** Press the [Key Operator Tools] key.**4** Press the [Program/Change/Delete User Code] key.**5** Press the [Delete] key.**6** Select the user code you want to delete.

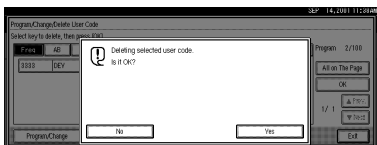
Note

- Press [All on The Page] when you want to select all the user codes displayed on the page.

7 Press the [OK] key.



8 Press [Yes] in the confirmation screen.

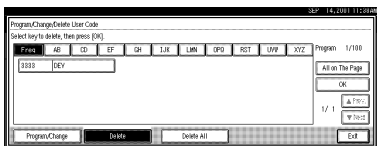


Note

- If you don't want to quit deleting, press [No].

9 Press the [Exit] key.

The display returns to the initial settings screen.



To delete all user codes

Using “Print Counter”, you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

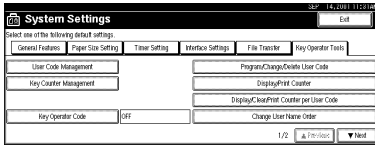
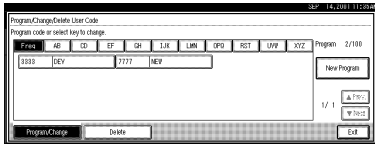
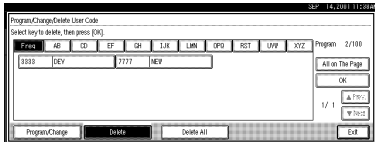
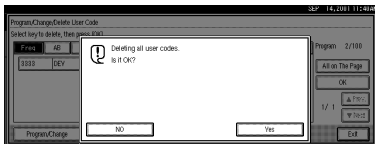
Important

- Using [Print Counter], you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

1 Press the [User Tools/ Counter] key.

2 Press the [System Settings] key.

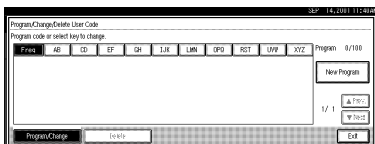
3 Press the [Key Operator Tools] key.

4 Press the [Program/Change/Delete User Code] key.**5** Press the [Delete] key.**6** Press the [Delete All] key.**7** Press [Yes] in the confirmation screen.**Note**

- If you don't want to quit deleting, press [No].

8 Press the [Exit] key.

The display returns to the initial settings screen.

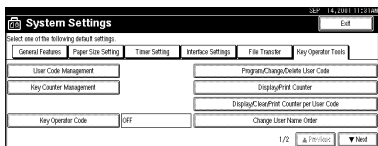


To display the counter for each user code

Using “Print Counter”, you can check the user code for each print job for the Copy/Document Server function, Printer function, and Facsimile function.

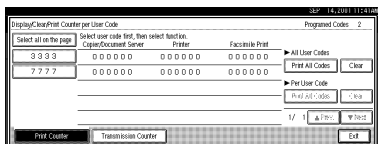
Using “Transmission Counter” you can check the number of pages sent by fax and the charge for each fax sent.

- 1** Press the **[User Tools/ Counter]** key.
- 2** Press the **[System Settings]** key.
- 3** Press the **[Key Operator Tools]** key.
- 4** Press the **[Display/Clear/Print Counter per User Code]** key.



- 5** Press the **[Print Counter]** key or **[Transmission Counter]** key.

The individual function counters for each user code are displayed.

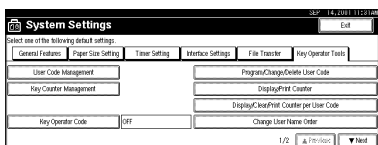


Printing the Counter

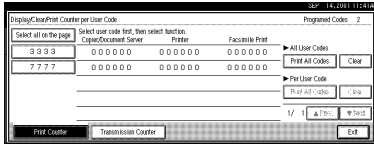
Printing the Number of Prints (Counter) for Each User Code

You can print out how many prints were used for Copier/Document Server, Printer, and Fax for each user code.

- 1** Press the **[User Tools/Counter]** key.
- 2** Press the **[System Settings]** key.
- 3** Press the **[Key Operator Tools]** key.
- 4** Press the **[Program/Change/Delete User Code]** key.



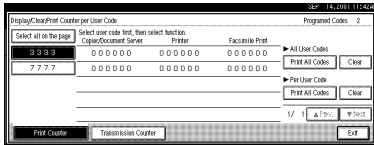
5 Select a User Code from the left side of the display.



Note

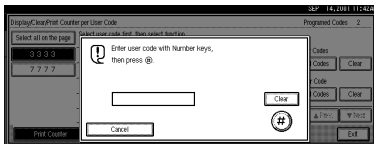
- Press **[All on The Page]** if you want to select all user codes on the page.

6 Press **[Print All Codes]** of Per User Code.

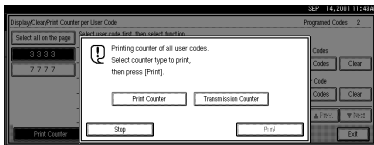


Note

- When "ON" is specified for the relevant function in the User Code Management settings (⇒ p.84), the user code input dialog box appears. Enter a registered user code, and then click the **[#]** key.



7 Press either **[Print Counter]** or **[Transmission Counter]**.



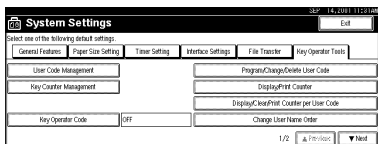
Note

- You can select both **[Print Counter]** and **[Transmission Counter]** at the same time.

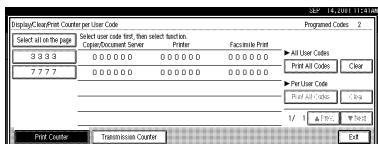
8 Press **[Print]**.

Printing the Number of Prints (Counter) for All User Codes

- 1** Press the **[User Tools/Counter]** key.
- 2** Press the **[System Settings]** key.
- 3** Press the **[Key Operator Tools]** key.
- 4** Press the **[Display/Clear/Print Counter per User Code]** key.



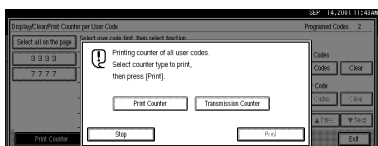
- 5** Press **[Print All Codes]** of **All User Code**.



Note

- If **[User Code Management]** is set to **[ON]**, enter the code.

- 6** Press either **[Print Counter]** or **[Transmission Counter]**.



Note

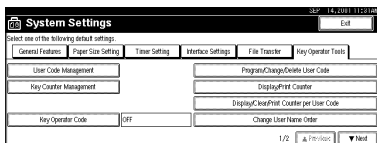
- You can select both **[Print Counter]** and **[Transmission Counter]** at the same time.

- 7** Press **[Print]**.

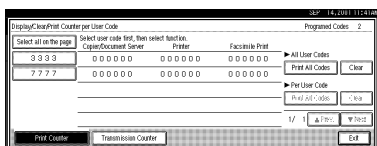
Clearing the Counter

Clearing the Number of Prints (Counter) for Each User Code

- 1 Press the [User Tools/Counter] key.
- 2 Press the [System Settings] key.
- 3 Press the [Key Operator Tools] key.
- 4 Press the [Display/Clear/Print Counter per User Code] key.



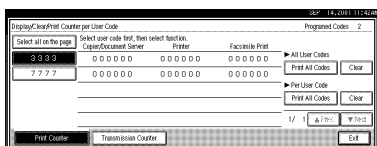
- 5 Select a User Code from the left side of the display.



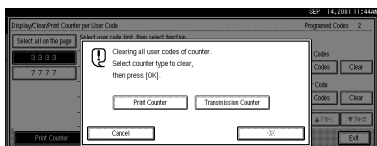
Note

- Press [All on The Page] if you want to select all user codes on the page.

- 6 Press [Clear] for Per User Code.



- 7 Press either [Print Counter] or [Transmission Counter].

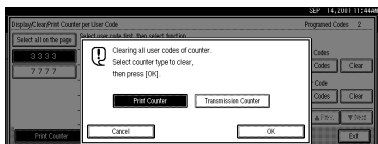


Note

- You can select both [Print Counter] and [Transmission Counter] at the same time.

8 Press [OK].

The user code counter will be clear.



Note

- If you want to cancel the operation, press [Cancel].

Clearing the Number of Prints (Counter) for All User Codes

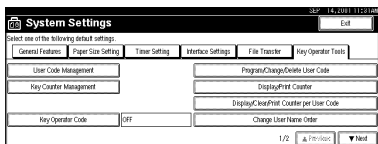
4

1 Press the [User Tools/Counter] key.

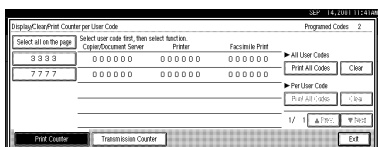
2 Press the [System Settings] key.

3 Press the [Key Operator Tools] key.

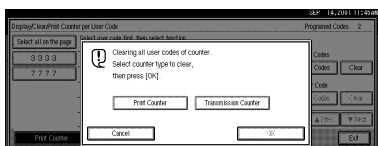
4 Press the [Display/Clear/Print Counter per User Code] key.



5 Press [Clear] for All User Codes.



6 Press either [Print Counter] or [Transmission Counter].

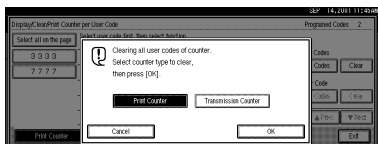


Note

- You can select both [Print Counter] and [Transmission Counter] at the same time.

7 Press **[OK]**.

All user code counters will be clear.

**Note**

- If you want to cancel the operation, press **[Cancel]**.

Key Operator Tools ²/₂

4

◆ Auto Delete File

You can select whether the files on the Document Server will be deleted after a specified amount of time or not.

Note

- Default: *No*
- When "Yes" is selected for "Auto Delete File", the Auto Delete File function applies to the files stored after the "Yes" setting is made.
- When "No" is selected for "Auto Delete File", files stored on the Document Server are not deleted.
- If you select **[Yes]**, you can set the time interval from 1 to 180 days by one day steps.
- The factory setting for the time interval is "1 Day". With this factory setting, documents are deleted one day (24 hours) after being stored on the Document Server.

◆ Delete All Files

You can delete all stored files on the Document Server.

Note

- You can delete stored files even if a password is set for a file.
- A confirmation dialog box appears. To delete all stored files, click **[OK]**.

◆ Display Password with Stored File

You can select whether the documents which have passwords will be temporarily displayed or not.

Note

- If you forget the password, press **[Yes]**. After checking your password, be sure to press **[No]**.

Entering Text

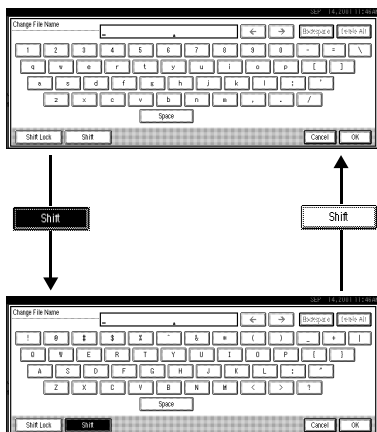
This section describes how to enter characters. When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Available Characters

- Alphabetic characters
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols
- Numerals
012345689

4

Keys



Note

- When entering uppercase or lowercase continuously, use the **[Shift Lock]** to lock the case.

How to Enter Text

Entering letters

- 1** Press the [Shift] to switch between uppercase and lowercase.
 - 2** Press the letter you want to enter.
-

Deleting characters

- 1** Press [Backspace] or [Delete All] to delete characters.

Other Functions

Inquiry

The inquiry functions lets you confirm the telephone numbers where to contact to have the machine repaired or to order toner. Be sure to contact your service engineer before entering the following:

❖ Consumables

- Telephone No. for ordering
- Toner

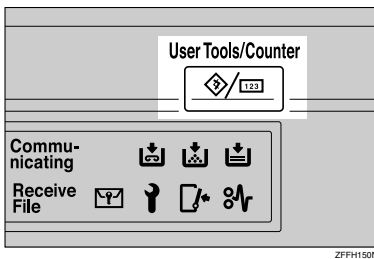
❖ Diagnostics

- Telephone No. for ordering
- Machine No.

❖ Service office

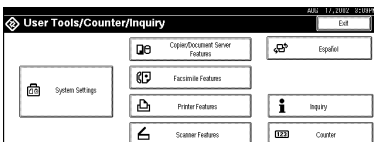
- Telephone No.

1 Press the [User Tools/Counter] key.

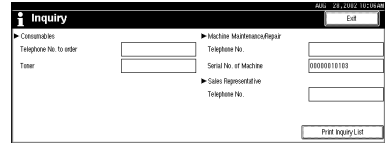


The User Tools Main Menu appears.

2 Press the [Inquiry] key.



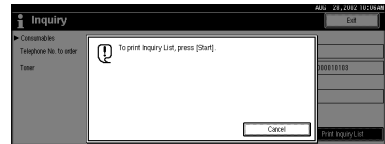
Inquiry information is displayed.



Printing inquiry information

1 Press the [Print Contact Information] key.

A confirmation dialog box appears.



2 Press the [Start] key.

Inquiry information is printed.

Note

- ❑ Press the [Cancel] key to cancel printing and return to the "Inquiry" display.

3 Press the [Exit] key.

The User Tools Main Menu appears.

4 Press the [Exit] key.

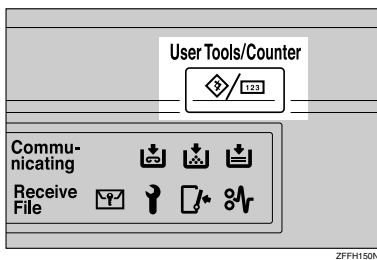
Note

- ❑ You can also end the operation by pressing the [User Tools/Counter] key.

Changing the Display Language

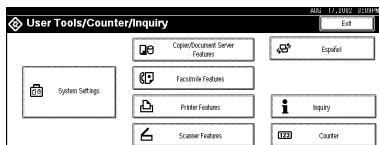
You can change the language used on the display. The default setting is English.

- 1 Press the **[User Tools/Counter]** key.



The User Tools Main Menu appears.

- 2 Press the **[Español]** key.

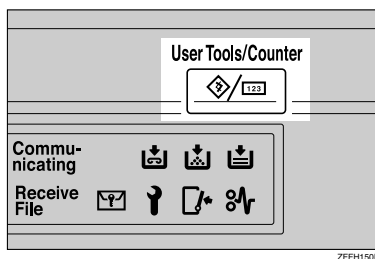


The display language is changed to Spanish.

Displaying the Total Counter

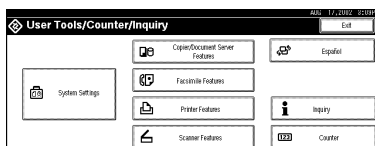
You can display the total number of sheets used for all functions and total number of sheets used for copying.

- 1 Press the **[User Tools/Counter]** key.

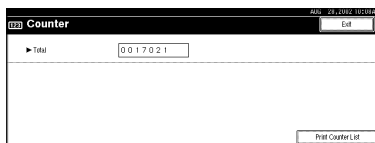


The User Tools Main Menu appears.

- 2 Press the **[Counter]** key.

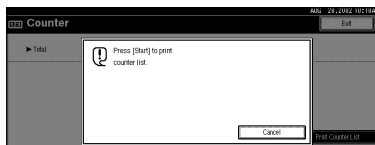


The totals are displayed.



- 3 To print a counter list, press the **[Print Counter List]** key.

A confirmation dialog box appears.



- 4 Press the **[Start]** key.

A counter list is printed.

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